

SAN FRANCISCO PUBLIC LIBRARY



3 1223 03473 6380

5/S




San Francisco Public Library

Government Information Center
San Francisco Public Library
100 Larkin Street, 5th Floor
San Francisco, CA 94102

REFERENCE BOOK

Not to be taken from the Library



Digitized by the Internet Archive
in 2017 with funding from
Kahle/Austin Foundation



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MEMORANDUM
CSC No. 96-04

DOCUMENTS DEPT.

APR 24 1996

SAN FRANCISCO
PUBLIC LIBRARY

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

Date: March 22, 1996

To: Department Heads
Departmental Personnel Officers
Departmental Personnel Representatives
Employee Organization Representatives

From: Albert C. Walker
Executive officer

SUBJECT: Civil Service Commission Rules (1996 Edition) Change No. 96-1
Amendment to Civil Service Commission Rule 13 - Certification of
Eligibles, Article II - Certification Rules; adding Section 13.2.3 -
Expansion of Certification Rules

Amendment to Civil Service Commission Rule 14 - Appointments,
Article VII - Employment in Class 8304 Deputy Sheriff and Class
8302 Deputy Sheriff I; amending Section 14.45 - No Reversion
Rights, and adding new Section 14.46 - Reappointment of Separated
Employees.

At its meeting of March 18, 1996, the Civil Service Commission adopted the amendments to Civil Service Commission Rule 13 - Certification of Eligibles; and Rule 14 - Appointments, as detailed in the subject.

The amendment to Rule 13 - Certification of Eligibles, which allows expansion of the certification rules beyond the Rule of Three Scores is applicable at this time only to Local 21 - International Federation of Professional and Technical Engineers. Discussions with other employee organizations affected by Rule 13, Article II, will continue. The Commission directed that the proposed amendment to its Rules remain posted until these negotiations are concluded.

The amendment to Rule 14 - Appointments, affects only two classes in the Sheriff's Department: Class 8304 Deputy Sheriff and Class 8302 Deputy Sheriff I.

Attached is a copy of the Amendment Control Sheet (page xi) updated to reflect the two amendments. This page is to be inserted in your copy of the Rules to replace the page xi recently issued with the 1996 Edition of the Civil Service Commission Rules. Also attached are replacement pages 13.5 through 13.20 and 14.28 reflecting the Rules changes to replace the corresponding pages in your copy of the 1996 Edition of the Civil Service Commission Rules.

If needed, additional copies of these pages may be photocopied.

If there are any questions or if additional information is required, please call me at 554-4747.

CIVIL SERVICE COMMISSION

Albert C. Walker
Executive Officer

Attachments

Rule 13

Certification of Eligibles

Article II: Certification Rules for Employees Covered by Article II

Applicability: The provisions of Article II, Rule 13, apply to employees in all classes represented by Service Employee International Union (SEIU) - Locals 250, 535 and 790; Transport Workers Union (TWU) - Locals 200 and 250A; Local 21 - International Federation of Professional and Technical Engineers, except for employees in classes belonging to the San Francisco Association of Personnel Professionals (SFAPP) - Local 21 who are covered by Article III; and to members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 13.2 Certification of Eligibles - Employees Covered by Article II

13.2.1 Rule of One

- 1) The name of the highest available eligible shall be certified to the appointing officer for each position to be filled from eligible lists from which these Rules or other law requires Rule of One certifications.
- 2) If two or more approved personnel requisitions are on file, the Human Resources Director may permit eligibles in line for appointment and in accordance with their standing on the list to select from among the available personnel requisitions the positions to which they desire appointment.
- 3) In cases where eligibles on lists who would be reached for appointment on personnel requisitions are at that time employed in the City and County Service, the Human Resources Director may consult with appointing officers and employees involved; and if it is in the best interests of the service, may offer out said positions as to make it possible for the continued employment of such eligibles in their current departments.

13.2.2 Rule of Three Scores

- 1) Except as provided above, the Department of Human Resources shall certify to the appointing officer the names of eligibles with the three highest scores on the list of eligibles for the position who are available for appointment.

Applicability: The provisions of Article II, Rule 13, apply to employees in all classes represented by Service Employee International Union (SEIU) - Locals 250, 535 and 790; Transport Workers Union (TWU) - Locals 200 and 250A; Local 21 - International Federation of Professional and Technical Engineers, except for employees in classes belonging to the San Francisco Association of Personnel Professionals (SFAPP) - Local 21 who are covered by Article III; and to members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 13.2 Certification of Eligibles - Employees Covered by Article II (cont.)

13.2.2 Rule of Three Scores (cont.)

2) Except as otherwise provided, when there are two or more approved personnel requisitions on file for the same class, the number of scores certified shall be equal to the number of positions to be filled plus two scores. An eligible list adopted under the Rule of Three Scores shall in all cases be exhausted when eligibles standing at less than three scores are available. Use of the eligible list when there is less than the minimum certification available shall be at the discretion of the appointing officer.

3) If all eligibles at a score waive appointment or fail to respond within the time limits provided in these Rules, the appointing officer may request supplementary certification(s) from the next highest score(s).

Rule 13

Certification of Eligibles

Article III: Certification Rules for Employees Covered by Article III

Applicability: The provisions of Article III apply to all unrepresented classes and to classes represented by all employee organizations except Service Employee International Union (SEIU) - Locals 250, 535 and 790; Transport Workers Union (TWU) - Locals 200 and 250A; Local 21 - International Federation of Professional and Technical Engineers; and to members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798; provided, however, that employees in classes belonging to the San Francisco Association of Personnel Professionals (SFAPP) - Local 21, are covered by the provisions of Article III. Article VI of this Rule contains a list of classes for which the Rule of Three Scores shall be used exclusively.

Sec. 13.3 Certification of Eligibles - Employees Covered by Article III

13.3.1 Civil Service Commission Equal Employment Opportunity and Affirmative Action Policy Related to the Certification of Eligibles and Selection of Employees.

1) The Civil Service Commission endorses and supports the broadening of the Rules governing the certification of eligibles from civil service eligible lists and considers this broadening as an increase in opportunities for appointing officers to select employees who are best suited to perform the duties of specific positions and to provide greater opportunities to maximize multicultural diversity of the work force in the City and County of San Francisco.

2) Selection of employees from eligible lists shall be based on merit and fitness without regard to relationship, race, religion, sex, national origin, ethnicity, age, disability, gender identity, political affiliation, sexual orientation, ancestry, marital status, color, medical condition or other non-merit factors or otherwise prohibited nepotism or favoritism, and with due consideration of affirmative action goals. Appointing officers and their designees shall be responsible for establishing non-discriminatory selection procedures which may include scheduling each interested eligible for interview, conducting interviews by a diverse panel, asking job-related questions, maintaining documentation of selection criteria, and reviewing the proposed selection with the department's affirmative action officer or with the Department of Human Resources Equal Employment Opportunities/Affirmative Action Division.

Applicability: The provisions of Article III apply to all unrepresented classes and to classes represented by all employee organizations except Service Employee International Union (SEIU) - Locals 250, 535 and 790; Transport Workers Union (TWU) - Locals 200 and 250A; Local 21 - International Federation of Professional and Technical Engineers; and to members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798; provided, however, that employees in classes belonging to the San Francisco Association of Personnel Professionals (SFAPP) - Local 21, are covered by the provisions of Article III. Article VI of this Rule contains a list of classes for which the Rule of Three Scores shall be used exclusively.

Sec. 13.3 Certification of Eligibles - Employees Covered by Article III

Sec. 13.3.1 (cont.)

- 3)** The Human Resources Director shall monitor certifications and selections for opportunities and successes in achieving affirmative action goals. The Human Resources Director shall compile and report to the Civil Service Commission on a quarterly basis the performance of each department and the effect of various Certification Rules. The first such report shall be presented to the Civil Service Commission at its first meeting in March 1994 and shall cover the period commencing November 1, 1993 and concluding on January 31, 1994.
- 4)** The Civil Service Commission may direct the Human Resources Director to investigate selections made by departments and if it is determined that selections were not made in compliance with equal employment opportunity or affirmative action guidelines, the Human Resources Director may recommend and the Civil Service Commission may effect remedial actions.
- 5)** The Human Resources Director may direct that all future certifications and appointments to departments determined to be out of compliance be subject to the review of the Equal Employment Opportunity and Affirmative Action Division and approval of the Human Resources Director. Departments found having made selections without regard to equal employment opportunity or consideration of affirmative action goals shall be reported to the Civil Service Commission, the Mayor, and Board of Supervisors.
- 6)** In compliance with Charter Section 8.329, an annual report of certification activity shall be compiled by the Human Resources Director and forwarded to the Commission, the Mayor and to the Board of Supervisors for review of each department's performance in meeting its equal employment opportunity obligations and affirmative action goals. The first such report shall be submitted by December 1, 1994 and shall cover the period commencing November 1, 1993 and concluding on October 31, 1994.

Applicability: The provisions of Article III apply to all unrepresented classes and to classes represented by all employee organizations except Service Employee International Union (SEIU) - Locals 250, 535 and 790; Transport Workers Union (TWU) - Locals 200 and 250A; Local 21 - International Federation of Professional and Technical Engineers; and to members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798; provided, however, that employees in classes belonging to the San Francisco Association of Personnel Professionals (SFAPP) - Local 21, are covered by the provisions of Article III. Article VI of this Rule contains a list of classes for which the Rule of Three Scores shall be used exclusively.

Sec. 13.3 Certification of Eligibles - Employees Covered by Article III

13.3.2 Rule of One

- 1) The name of the highest available eligible shall be certified to the appointing officer for each position to be filled from eligible lists from which these Rules or other law requires Rule of One certifications.
- 2) If two or more approved personnel requisitions are on file, the Human Resources Director may permit eligibles in line for appointment and in accordance with their standing on the list to select from among the available personnel requisitions the position to which they desire appointment.
- 3) In cases where eligibles on lists who would be reached for appointment on personnel requisitions are at that time employed in the City and County service, the Human Resources Director may consult with appointing officers and employees involved; and if it is in the best interests of the service, may offer out said positions as to make it possible for the continued employment of such eligibles in their current departments.

13.3.3 Rule of Three or More Scores

1) Definition

The names of all eligibles standing at a specified number of scores with a minimum of at least those eligibles with three scores shall be certified to each available position.

2) When More Than One Position Available

Except as may otherwise be provided, when there are two or more approved personnel requisitions on file for the same class, the number of scores certified shall be equal to the number of positions to be filled plus the number of scores in the Certification Rule applicable to the eligible list being certified minus one.

Applicability: The provisions of Article III apply to all unrepresented classes and to classes represented by all employee organizations except Service Employee International Union (SEIU) - Locals 250, 535 and 790; Transport Workers Union (TWU) - Locals 200 and 250A; Local 21 - International Federation of Professional and Technical Engineers; and to members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798; provided, however, that employees in classes belonging to the San Francisco Association of Personnel Professionals (SFAPP) - Local 21, are covered by the provisions of Article III. Article VI of this Rule contains a list of classes for which the Rule of Three Scores shall be used exclusively.

Sec. 13.3 Certification of Eligibles - Employees Covered by Article III (cont.)

13.3.3 Rule of Three or More Scores (cont.)

3) When Eligible List Exhausted

An eligible list adopted under the Rule of Three or More Scores shall in all cases be exhausted when there are less than three scores available. Use of the eligible list when there is less than the minimum certification available shall be at the discretion of the appointing officer.

4) Supplementary Certification

If all eligibles at a score waive appointment or fail to respond within the time limits provided in these Rules, the appointing officer may request supplementary certification(s) from the next highest score(s).

13.3.4 Rule of the List

1) Definition

The names of all eligibles on the eligible list shall be certified to each available position.

2) When Eligible List is Exhausted

An eligible list adopted under the Rule of the List shall be exhausted when there are less than one third of the number of eligibles on the original list still available provided, however, if the original list had nine or fewer eligibles, at least three eligibles must be available; for original lists with 45 or more names, at least 15 eligibles must be available. In the event that application of the one-third formula specified above results in a fraction, the next highest number shall be used. Use of the list when there is less than the minimum certification available shall be at the discretion of the appointing officer.

Applicability: The provisions of Article III apply to all unrepresented classes and to classes represented by all employee organizations except Service Employee International Union (SEIU) - Locals 250, 535 and 790; Transport Workers Union (TWU) - Locals 200 and 250A; Local 21 - International Federation of Professional and Technical Engineers; and to members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798; provided, however, that employees in classes belonging to the San Francisco Association of Personnel Professionals (SFAPP) - Local 21, are covered by the provisions of Article III. Article VI of this Rule contains a list of classes for which the Rule of Three Scores shall be used exclusively.

Sec. 13.3 Certification of Eligibles - Employees Covered by Article III (cont.)

13.3.5 Establishment of Certification Rule

- 1)** The Human Resources Director shall establish the Certification Rule for each class by specifying the certification rule to be used to administer the eligible list in the first examination announcement for the class after the adoption of this section.
- 2)** Once established, the Certification Rule shall be used to administer all future eligible lists in the class unless otherwise ordered by the Human Resources Director.
- 3)** In establishing the Certification Rule, the Human Resources Director may consult with appointing officers, representatives of employee organizations and other pertinent parties.

Rule 13

Certification of Eligibles

Article IV: Selective Certification of Certified Temporary Employees

Applicability: Unless otherwise noted, the provisions of Article IV, Rule 13, apply to employees in all classes.

13.3.6 Selective Certification of Certified Temporary Employees

1) With the exception of the uniformed ranks of the Police and Fire Departments, notwithstanding anything to the contrary in this or any other section of these Rules, an employee who has been appointed from a regularly adopted eligible list to a non-permanent position shall be entitled to appointment to a permanent position within the same class before the certification of persons standing higher on the list of eligibles subject to a period of six months of service in the class or for the period provided for in the examination announcement in any status and certification by the appointing officer(s) of satisfactory job performance for the period of the required service on the form and in the manner prescribed by the Human Resources Director.

2) The Human Resources Director is authorized to take such administrative action not in conflict with these Rules as is required to make this section operative including imposition and removal of waivers.

Rule 13

Certification of Eligibles

Article V: Administration of Certifications

Applicability: Unless otherwise noted, the provisions of Article V, Rule 13, apply to employees in all classes.

Sec. 13.4 Response Period

13.4.1 Notice of Inquiry

- 1) Eligibles are required to respond in writing to the Department of Human Resources within five business days of the date of such notice.
- 2) The Human Resources Director may authorize that eligibles be polled by telephone, provided however that eligibles who cannot be reached by telephone shall not be penalized or adversely affected in any way.

13.4.2 Notice of Certification

- 1) Eligibles are required to respond to the appointing officer or designated representative within five business days after the date of such Notice.
- 2) Eligibles are required to notify the Department of Human Resources as to their certification status within seven business days after the date of the Notice of Certification.
- 3) Departments are required to notify the Department of Human Resources of the results of a certification within 20 business days after the date of the Notice of Certification.

13.4.3 Extensions

Response period time limits may be extended by the Human Resources Director.

Sec. 13.5 Effect of Failure to Respond

- ###### **13.5.1**
- An eligible who fails to respond within the time limits provided shall be placed under general waiver on the eligible list until such time as the waiver is withdrawn in accordance with these Rules.

- ###### **13.5.2**
- Except if the Human Resources Director determines that unusual circumstances exist which would create an undue hardship, a department that fails to respond within the time limits provided may be required to present the reasons for the delay to the Commission.

Applicability: Unless otherwise noted, the provisions of Article V, Rule 13, apply to employees in all classes.

Sec. 13.6 **Waivers**

13.6.1 **General Waivers**

An eligible may be placed on an inactive status under general waiver of certification on an eligible list as follows:

- 1)** At the eligible's written request. Such waivers shall be effective on the next business day.
- 2)** For failure to respond to a Notice of Certification or Inquiry within the prescribed time limits.
- 3)** For failure to notify the Department of Human Resources as to the eligible's status within seven days following certification.
- 4)** A person appointed to a permanent position shall be under general waiver for all appointments on all eligible lists for the same class. A person appointed to a temporary position shall be under general waiver for temporary appointment on all eligible lists for the same class. Such waiver may not be withdrawn unless ordered by the Human Resources Director.
- 5)** For reasons prescribed elsewhere in these Rules.
- 6)** An eligible under general waiver shall not be certified to any position on the eligible list until the eligible notifies the Department of Human Resources to withdraw such waiver in writing as prescribed in these Rules. General waivers imposed by the Commission or Human Resources Director may not be removed unless ordered by the Civil Service Commission or Human Resources Director.

13.6.2 **Waiver of Part-Time Employment**

Any part-time position may be declared by the Human Resources Director to be under conditional waiver and eligibles may then waive certification without penalty for appointment to a full-time position. An eligible who accepts such appointment shall retain eligibility for appointment to a full-time position.

13.6.3 **Conditional Waivers**

Except as provided by the examination announcement, waiver of certification to positions with unusual employment circumstances or special conditions of employment may be imposed by:

Applicability: Unless otherwise noted, the provisions of Article V, Rule 13, apply to employees in all classes.

Sec. 13.6 **Waivers (cont.)**

13.6.3 **Conditional Waivers (cont.)**

- 1) the eligible to be effective the next business day;
- 2) the Civil Service Commission; or
- 3) the Human Resources Director.

Conditional waivers on an eligible list imposed by the eligible shall remain in force until withdrawn in accordance with these Rules.

13.6.3 **Effects of Waivers**

- 1) A general or conditional waiver of certification by an eligible having standing on more than one list in the same class shall apply to any existing list for the same class.
- 2) An eligible who waives certification to a position covered by conditional waivers shall not be certified to a position requiring those conditions from that list until such waiver is removed in accordance with the provisions of these Rules.
- 3) Unless otherwise provided in the examination announcement, eligibles may refuse consideration for temporary or permanent appointment from two Notices of Certification. Refusal of consideration from the third Notice of Certification shall result in the removal of the eligible's name from that eligible list and all other lists in that class. The non-selection by the department of an available eligible shall not be recorded as a refusal.
- 4) Unless otherwise ordered by the Human Resources Director if one Notice of Certification is issued for more than one department or position and the eligible refuses a position not previously waived, a refusal shall be recorded against the eligible's name on the list.

13.6.4 **Withdrawal of Waivers**

- 1) Withdrawal of general or conditional waivers imposed by the eligible must be filed in writing with the Department of Human Resources.
- 2) Such requests must be received in Department of Human Resources offices before the close of business on the third Friday of the month to be effective the first business day of the following month. In the event the third Friday is a legal holiday, such requests must be received by the close of business on the next business day.

Applicability: Unless otherwise noted, the provisions of Article V, Rule 13 apply to employees in all classes.

Sec. 13.6 **Waivers (cont.)**

13.6.4 **Withdrawal of Waivers (cont.)**

- 3) Withdrawal of waivers which have been imposed by the Commission or the Human Resources Director may be authorized at any time and become effective the first business day of the following month unless specifically ordered otherwise.
- 4) Withdrawal of waivers shall not interfere with nor affect the rights of eligibles next in line for certification to whom Notices of Certification have already been mailed and who have been or may be appointed in response to such notices.
- 5) Immediate withdrawal of waiver may be authorized by the Human Resources Director, if it is determined that such immediate withdrawal of waiver is in the best interests of the Service.

Sec. 13.7 **Change of Address**

In all cases of change of address, the Department of Human Resources must be notified in writing separately for each class involved. Notice of change of address to the post office and/or the employee's current department only shall not be a reasonable excuse for special consideration in case of failure to respond to any notice within time limits.

Rule 13

Certification of Eligibles

Article VI: Classes for which the Rule of Three Scores is Used Exclusively

Applicability: Article VI, Rule 13, applies only to employees in the classes enumerated in this Article.

Sec. 13.8 Rule of Three Scores Classes

The Rule of Three Scores shall be used exclusively for the following classes:

Class

No. Title

1466	Meter Reader
3402	Farmer
3417	Gardener
3418	Gardener Assistant Supervisor
3419	Municipal Stadiums Groundskeeper
3422	Park Section Supervisor
3424	Pest Control Specialist
3428	Nursery Specialist
3430	Chief Nursery Specialist
3432	Assistant Director, Arboretum
3434	Tree Topper
3436	Tree Topper Supervisor I
3440	Landscaping and Street Planting Supervisor
6235	Heat and Ventilation Inspector
6236	Boiler Inspector
6238	Senior Boiler Inspector
6242	Plumbing Inspector
6244	Chief Plumbing Inspector
6248	Electrical Inspector
6249	Senior Electrical Inspector
6250	Chief Electrical Inspector
6252	Line Inspector
7110	Mobile Equipment Assistant Supervisor
7126	Mechanical Shop and Equipment Superintendent
7134	Water Construction and Maintenance Superintendent
7136	Water Shops and Equipment Superintendent
7203	Building and Grounds Maintenance Supervisor
7204	Chief Water Service Inspector
7205	Chief Stationary Engineer
7210	Mobile Equipment Supervisor
7213	Plumber Supervisor I
7214	Electrical Transit Equipment Supervisor
7215	General Laborer Supervisor I

Applicability: Article VI, Rule 13, applies only to employees in the classes enumerated in this Article.

Sec. 13.8 **Rule of Three Scores Classes (cont.)**

Class No.	Title
7216	Electrical Transit Shop Supervisor I
7220	Asphalt Finisher Supervisor I
7221	Asphalt Plant Supervisor I
7223	Cable Machinery Supervisor
7224	Car and Auto Painter Supervisor I
7225	Transit Paint Shop Supervisor I
7226	Carpenter Supervisor I
7228	Automotive Transit Shop Supervisor I
7229	Transmission Line Supervisor I
7230	Fire Department Water System Supervisor
7232	Hetch Hetchy Mechanical Shop Supervisor
7233	Glazier Supervisor I
7234	Transportation Equipment Shop Supervisor
7235	Transit Power Line Supervisor I
7236	Locksmith Supervisor I
7238	Electrician Supervisor I
7239	Plumber Supervisor II
7240	Water Meter Shop Supervisor I
7241	Senior Maintenance Controller
7242	Painter Supervisor I
7244	Power Plant Supervisor I
7246	Sewer Repair Supervisor II
7247	Sheet Metal Worker Supervisor II
7248	Steamfitter Supervisor II
7249	Automotive Mechanic Supervisor I
7250	Utility Plumber Supervisor I
7252	Chief Stationary Engineer, Sewage Plant
7253	Electrical Transit Mechanic Supervisor I
7254	Automotive Machinist Supervisor I
7255	Power House Electrician Supervisor I
7256	Electric Motor Repair Supervisor I
7257	Communication Line Supervisor I
7258	Maintenance Machinist Supervisor I
7262	Maintenance Planner
7264	Auto Body and Fender Worker Supervisor I
7272	Carpenter Supervisor II
7273	Communication Line Worker Supervisor II
7274	Transit Power Line Worker Supervisor II
7275	Cable Splicer Supervisor I
7276	Electrician Supervisor II
7277	City Shops Assistant Superintendent
7278	Painter Supervisor II
7279	Powerhouse Electrician Supervisor II
7281	Street Cleaning Supervisor II
7284	Utility Plumber Supervisor II
7285	Transmission Line Worker Supervisor II

Applicability: Article VI, Rule 13, applies only to employees in the classes enumerated in this Article.

Sec. 13.8 **Rule of Three Scores Classes (cont.)**

Class No.	Title
7286	Wire Rope Cable Maintenance Supervisor
7287	Supervising Electronic Maint. Technician
7305	Blacksmith
7306	Automotive Body and Fender Worker
7307	Bricklayer
7308	Cable Splicer
7309	Car and Auto Painter
7311	Cement Mason
7313	Automotive Machinist
7315	Automotive Machinist Assistant Supervisor
7316	Water Service Inspector
7317	Senior Water Service Inspector
7318	Electronic Maintenance Technician
7319	Electric Motor Repairer
7322	Auto Body and Fender Worker Assistant Supervisor
7323	Fire Department Water System Assistant Supervisor
7325	General Utility Mechanic
7326	Glazier
7328	Operating Engineer, Universal
7329	Electronics Maintenance Tech. Asst. Supv.
7330	Senior General Utility Mechanic
7331	Apprentice Maintenance Machinist
7332	Maintenance Machinist
7333	Apprentice Stationary Engineer
7334	Stationary Engineer
7335	Senior Stationary Engineer
7338	Electrical Line Worker
7340	Maintenance Controller
7342	Locksmith
7344	Carpenter
7345	Electrician
7346	Painter
7347	Plumber
7348	Steamfitter
7349	Steamfitter Assistant Supervisor
7353	Water Meter Repairer
7360	Pipe Welder
7363	Powerhouse Electrician
7364	Powerhouse Operator
7365	Senior Powerhouse Operator
7370	Rigger
7372	Stationary Engineer, Sewage Plant
7373	Senior Stationary Engineer, Sewage Plant
7375	Apprentice Stationary Engr., Sewage Plant
7376	Sheet Metal Worker
7379	Electrical Transit Mechanic

Applicability: Article VI, Rule 13, applies only to employees in the classes enumerated in this Article.

Sec. 13.8 **Rule of Three Scores Classes (cont.)**

Class No.	Title
7380	Electrical Transit Mechanic Asst. Supv.
7381	Automotive Mechanic
7382	Automotive Mechanic Assistant Supervisor
7386	Utility Plumber Assistant Supervisor
7387	Upholsterer
7388	Utility Plumber
7390	Welder
7395	Ornamental Iron Worker
7404	Asphalt Finisher
7408	Assistant Power House Operator
7409	Electrical Transit Service Worker
7420	Bridgetender
7421	Sewer Maintenance Worker
7424	Dryer-Mixer Operator
7428	Hodcarrier
7430	Asst. Electronic Maintenance Technician
7432	Electrical Line Helper
7434	Maintenance Machinist Helper
7449	Sewer Service Worker
7458	Switch Repairer
7463	Utility Plumber Apprentice
7472	Wire Rope Cable Maintenance Mechanic
7473	Wire Rope Cable Maint. Mech. Trainee
7502	Asphalt Worker
7510	Lighting Fixture Maintenance Worker
7514	General Laborer
7540	Track Maintenance Worker
8304	Deputy Sheriff
8306	Senior Deputy Sheriff
8308	Sheriff's Sergeant
8310	Sheriff's Lieutenant
8312	Sheriff's Captain
9240	Airport Electrician
9241	Airport Electrician Supervisor
9242	Head Airport Electrician
9330	Pile Worker
9331	Piledriver Engine Operator
9332	Piledriver Supervisor I
9334	Deckhand, Tugs and Dredges
9337	Diesel Tugboat Operator
9342	Ornamental Iron Worker Supervisor I
9343	Roofer
9344	Roofer Supervisor I
9345	Sheet Metal Supervisor I
9358	Crane Mechanic Supervisor
9360	Construction and Maintenance Supervisor II, Port

Applicability: Unless otherwise noted, the provisions of Article VI, Rule 14, apply to employees in Classes 8304 Deputy Sheriff and 8302 Deputy Sheriff I.

Sec. 14.43 **No Reversion Rights**

Appointees separated or advanced from Class 8302 Deputy Sheriff I shall not be eligible to reinstate to or reoccupy positions in Class 8302 Deputy Sheriff I, for any reason.

1. *Staphylococcus aureus*
2. *Staphylococcus aureus*
3. *Staphylococcus aureus*
4. *Staphylococcus aureus*
5. *Staphylococcus aureus*

1. *Staphylococcus aureus*

1. *Staphylococcus aureus*
2. *Staphylococcus aureus*
3. *Staphylococcus aureus*
4. *Staphylococcus aureus*
5. *Staphylococcus aureus*

1. *Staphylococcus aureus*

1. *Staphylococcus aureus*
2. *Staphylococcus aureus*
3. *Staphylococcus aureus*
4. *Staphylococcus aureus*
5. *Staphylococcus aureus*

1. *Staphylococcus aureus*
2. *Staphylococcus aureus*
3. *Staphylococcus aureus*
4. *Staphylococcus aureus*
5. *Staphylococcus aureus*



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MEMORANDUM CSC No. 96-05

DOCUMENTS DEPT.

APR 24 1996

SAN FRANCISCO
PUBLIC LIBRARY

KAREN CLOPTON
PRESIDENT

Date: April 5, 1996

To: Department Heads
Departmental Personnel Officers
Departmental Personnel Representatives
Employee Organization Representatives

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

From: Albert C. Walker
Executive Officer

A. LEE MUNSON
COMMISSIONER

SUBJECT: Civil Service Commission Rules (1996) Change No. 96-2
Amendment to Civil Service Commission Rule 13 - Certification
of Eligibles, Article II - Certification Rules; adding Section
13.2.3 - Expansion of Certification Rules

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

At its meeting of March 18, 1996, the Civil Service Commission amended Civil Service Commission Rule 13 - Certification of Eligibles, Section 13.2.3 - Expansion of Certification Rules.

The amendment to Rule 13 - Certification of Eligibles, which allows expansion of the certification rules beyond the Rule of Three Scores is now applicable to classes represented by SEIU Locals 250, 535, and 790, as well as those classes represented by Local 21 - International Federation of Professional and Technical Engineers. Classes represented by the San Francisco Police Officers' Association, Local 911; Firefighters, Local 798; and the Transport Workers Union, Locals 200 and 250A, are not covered under Section 13.2.3 but remain under Section 13.2.2 - Rule of Three Scores.

Attached is a copy of the Amendment Control Sheet (page xi) updated to reflect the amendment. This page is to be inserted in your copy of the Rules to replace page xi recently issued with the 1996 Edition of the Civil Service Commission Rules. Also attached are replacement pages 13.4, 13.5, 13.6, and 13.7 reflecting the Rules changes to replace the corresponding pages in your copy of the 1996 Edition of the Civil Service Commission Rules.

If needed, additional copies of these pages may be photocopied.

If there are any questions or if additional information is required, please call me at 554-4747.

CIVIL SERVICE COMMISSION

Albert C. Walker
Executive Officer

ACW/sf
Attachments

Amendment Control Sheet

1996 Edition - CSC Rules

[illegible]



Rule 13

Certification of Eligibles

Article II: Certification Rules for Employees Covered by Article II

Applicability: Unless otherwise noted, the provisions of Article II, Rule 13, apply to employees in all classes represented by Service Employee International Union (SEIU) - Locals 250, 535 and 790; Transport Workers Union (TWU) - Locals 200 and 250A; Local 21 - International Federation of Professional and Technical Engineers, except for employees in classes belonging to the San Francisco Association of Personnel Professionals (SFAPP) - Local 21 who are covered by Article III; and to members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 13.2 Certification of Eligibles - Employees Covered by Article II

13.2.1 Rule of One

- 1) The name of the highest available eligible shall be certified to the appointing officer for each position to be filled from eligible lists from which these Rules or other law requires Rule of One certifications.
- 2) If two or more approved personnel requisitions are on file, the Human Resources Director may permit eligibles in line for appointment and in accordance with their standing on the list to select from among the available personnel requisitions the positions to which they desire appointment.
- 3) In cases where eligibles on lists who would be reached for appointment on personnel requisitions are at that time employed in the City and County Service, the Human Resources Director may consult with appointing officers and employees involved; and if it is in the best interests of the service, may offer out said positions as to make it possible for the continued employment of such eligibles in their current departments.

13.2.2 Rule of Three Scores

- 1) Except as provided above, the Department of Human Resources shall certify to the appointing officer the names of eligibles with the three highest scores on the list of eligibles for the position who are available for appointment.

Applicability: Unless otherwise noted, the provisions of Article II, Rule 13, apply to employees in all classes represented by Service Employee International Union (SEIU) - Locals 250, 535 and 790; Transport Workers Union (TWU) - Locals 200 and 250A; Local 21 - International Federation of Professional and Technical Engineers, except for employees in classes belonging to the San Francisco Association of Personnel Professionals (SFAPP) - Local 21 who are covered by Article III; and to members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 13.2 Certification of Eligibles - Employees Covered by Article II (cont.)

13.2.2 Rule of Three Scores (cont.)

2) Except as otherwise provided, when there are two or more approved personnel requisitions on file for the same class, the number of scores certified shall be equal to the number of positions to be filled plus two scores. An eligible list adopted under the Rule of Three Scores shall in all cases be exhausted when eligibles standing at less than three scores are available. Use of the eligible list when there is less than the minimum certification available shall be at the discretion of the appointing officer.

3) If all eligibles at a score waive appointment or fail to respond within the time limits provided in these Rules, the appointing officer may request supplementary certification(s) from the next highest score(s).

13.2.3 Expansion of Certification Rules

1) This section shall not apply to classes in the uniformed ranks of the Police and Fire Departments; classes represented by SEIU - Locals 790, 250, and 535; and classes represented by TWU - Locals 200 and 250A.

2) Notwithstanding any other provisions of these Rules, the Human Resources Director is authorized to meet and confer with representatives of employee organizations to reach mutual agreement over the certification rule applicable to each of the classes covered by this Article. If the parties fail to reach mutual agreement, the Rule of Three Scores shall be used.

3) The agreed-upon certification rule shall be promulgated as a term of the examination announcement and the agreed-upon certification rule shall not be appealable to the Civil Service Commission.

4) When a certification rule other than the Rule of Three Scores is agreed-upon, the certification process shall be administered as prescribed in Article III.

Applicability: Unless otherwise noted, the provisions of Article II, Rule 13, apply to employees in all classes represented by Service Employee International Union (SEIU) - Locals 250, 535 and 790; Transport Workers Union (TWU) - Locals 200 and 250A; Local 21 - International Federation of Professional and Technical Engineers, except for employees in classes belonging to the San Francisco Association of Personnel Professionals (SFAPP) - Local 21 who are covered by Article III; and to members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

13.2.3 Expansion of Certification Rules (cont.)

5) The section as adopted by the Civil Service Commission at its meeting of March 18, 1996 shall automatically expire on December 31, 1996 unless extended by the Civil Service Commission before January 31, 1997 for maximum additional periods of six months. Prior to December 31, 1996, the Human Resources Director shall report to the Civil Service Commission on the operation of this section and may make recommendations for changes and extension.

Rule 13

Certification of Eligibles

Article III: Certification Rules for Employees Covered by Article III

Applicability: The provisions of Article III apply to all unrepresented classes and to classes represented by all employee organizations except Service Employee International Union (SEIU) - Locals 250, 535 and 790; Transport Workers Union (TWU) - Locals 200 and 250A; Local 21 - International Federation of Professional and Technical Engineers; and to members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798; provided, however, that employees in classes belonging to the San Francisco Association of Personnel Professionals (SFAPP) - Local 21, are covered by the provisions of Article III. Article VI of this Rule contains a list of classes for which the Rule of Three Scores shall be used exclusively.

Sec. 13.3 Certification of Eligibles - Employees Covered by Article III

13.3.1 Civil Service Commission Equal Employment Opportunity and Affirmative Action Policy Related to the Certification of Eligibles and Selection of Employees.

1) The Civil Service Commission endorses and supports the broadening of the Rules governing the certification of eligibles from civil service eligible lists and considers this broadening as an increase in opportunities for appointing officers to select employees who are best suited to perform the duties of specific positions and to provide greater opportunities to maximize multicultural diversity of the work force in the City and County of San Francisco.

2) Selection of employees from eligible lists shall be based on merit and fitness without regard to relationship, race, religion, sex, national origin, ethnicity, age, disability, gender identity, political affiliation, sexual orientation, ancestry, marital status, color, medical condition or other non-merit factors or otherwise prohibited nepotism or favoritism, and with due consideration of affirmative action goals. Appointing officers and their designees shall be responsible for establishing non-discriminatory selection procedures which may include scheduling each interested eligible for interview, conducting interviews by a diverse panel, asking job-related questions, maintaining documentation of selection criteria, and reviewing the proposed selection with the department's affirmative action officer or with the Department of Human Resources Equal Employment Opportunities/Affirmative Action Division.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MEMORANDUM

CSC No. 96-10

Date: June 21, 1996

DOCUMENTS DEPT.

To: Department Heads
Departmental Personnel Officers
Departmental Personnel Representatives
Employee Organization Representatives

JUN 24 1996

SAN FRANCISCO
PUBLIC LIBRARY

From: Albert C. Walker
Executive Officer

SUBJECT: Civil Service Commission Rules (1996 Edition) Change No. 96-3
Amendment to Civil Service Commission Rule 3 - Equal
Employment Opportunity

At its meeting of May 20, 1996, the Civil Service Commission adopted a proposed amendment to Civil Service Commission Rule 3 - Equal Employment Opportunity. This Rules change is effective on July 1, 1996.

The amendment to Rule 3 - Equal Employment Opportunity, reflects changes resulting from the 1996 Charter; separates equal employment opportunity policies from the discrimination complaint procedures of former Rule 3 and leaves the policies in the Rule; incorporates other equal employment opportunity policies of the Civil Service Commission missing from former Rule 3; and directs the Human Resources Director to promulgate procedures to carry out equal employment opportunity policies.

Attached is a copy of the Amendment Control Sheet (page xi) updated to reflect this amendment. This page is to be inserted in your copy of the Rules to replace page xi dated April 5, 1996. Also attached are replacement pages 3.1, 3.2, 3.3, 3.4, and 3.5 reflecting the Rules changes to replace pages 3.1 through 3.11 issued January 8, 1996.

If needed, additional copies of these pages may be photocopied.

If there are any questions or if additional information is required, please call me at 554-4747.

CIVIL SERVICE COMMISSION

Albert C. Walker
Executive Officer

ACW/sf
Attachments

[illegible]

Rule 3

Equal Employment Opportunity

Applicability: Unless otherwise noted, the provisions of Rule 3 apply to employees in all classes except that the complaint resolution procedure prescribed in this Rule may be superseded by a collective bargaining agreement for those employees subject to Charter Sections 8.409 and 8.590. If there is any conflict in the provisions of this Rule and relevant Charter sections, the Charter language prevails.

- Sec. 3.1** **Policy for Equal Employment Opportunities**
- Sec. 3.2** **Analysis of the Work Force**
- Sec. 3.3** **Affirmative Action Program for Equal Employment Opportunities**
- Sec. 3.4** **Dissemination of the Rule**
- Sec. 3.5** **Monitoring and Evaluation**
- Sec. 3.6** **Discrimination Complaints**
- Sec. 3.7** **Incorporation of Federal Guidelines**
- Sec. 3.8** **Annual Supplementary Plan**
- Sec. 3.9** **Delegation of Responsibility**



Rule 3

Equal Employment Opportunity

Applicability: Unless otherwise noted, the provisions of Rule 3 apply to employees in all classes except that the complaint resolution procedure prescribed in this Rule may be superceded by a collective bargaining agreement for those employees subject to Charter Sections 8.409 and 8.590. If there is any conflict in the provisions of this Rule and relevant Charter sections, the Charter language prevails.

Sec. 3.1 Policy for Equal Employment Opportunities

- 3.1.1** It is the policy of the Civil Service Commission of the City and County of San Francisco that the doors of opportunity be maintained wide open to women and minorities in or seeking employment to the Service, that selection of employees to positions within the Service be made on the basis of merit in a racially and politically neutral way, and that continuing programs be maintained to afford equal opportunities to women and minority persons to achieve meaningful employment at all levels.
- 3.1.2** Vigorous enforcement of the laws against discrimination shall be carried out at every level of each department toward the end that all persons, regardless of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, medical condition (cancer-related) or the conditions of Acquired Immune Deficiency Syndrome (AIDS) and AIDS related conditions (ARC) or other non-merit factors or otherwise prohibited nepotism or favoritism shall have equal access to positions in the Service, limited only by their ability to do the job.
- 3.1.3** No person in the Classified Service or seeking admission thereto, shall be appointed, reduced, removed, or in any way favored or discriminated against in employment or opportunity for employment because of race, color, sex, sexual orientation, gender identity, political affiliation, age, religion, national origin, disability, ancestry, marital status, color, medical condition (cancer-related), ethnicity or the conditions Acquired Immune Deficiency Syndrome (AIDS) and AIDS related conditions (ARC) or other non-merit factors or otherwise prohibited nepotism or favoritism.
- 3.1.4** No person in the Classified Service or seeking admission thereto shall be discriminated against by reason of the exercise of his or her constitutional right of free speech in any language. This section shall not preclude departmental action against employees for inability to perform their jobs.
- 3.1.5** Departments, agencies, boards, and commissions of the City and County of San Francisco shall be required to provide reasonable accommodation to qualified employees and applicants who have the conditions know as Acquired Immune Deficiency Syndrome (AIDS) and AIDS related conditions (ARC).

Applicability: Unless otherwise noted, the provisions of Rule 3 apply to employees in all classes except that the complaint resolution procedure prescribed in this Rule may be superceded by a collective bargaining agreement for those employees subject to Charter Sections 8.409 and 8.590. If there is any conflict in the provisions of this Rule and relevant Charter sections, the Charter language prevails.

Sec. 3.2 Analysis of the Work Force

- 3.2.1** Each department shall maintain records of its work force composition by race, sex, ethnicity and classification. These records shall also reflect new employments, promotions, transfers, and voluntary separations; and shall be reported to the Department of Human Resources, Federal and State agencies as required. Individual employee names shall remain a confidential part of these records. The Department of Human Resources shall make the non-confidential elements of these records available for public review upon request.
- 3.2.2** From the foregoing records, the Department of Human Resources staff shall annually prepare and report to the Commission an analysis of the work force to determine whether percentages of sex, race, or ethnic groups in individual job classes are substantially similar to the percentages of those groups available in the work force in the relevant job market who possess the basic job-related qualifications.
- 3.2.3** Whenever such analysis discloses substantial disparities within individual classes, each element of the overall selection process shall be examined to determine which, if any, elements operate to exclude persons on the basis of sex, race or ethnic group. Such elements shall include, but are not limited to, recruitment, testing, ranking, certification and interviewing. The examination of each element of the selection process shall at a minimum include a determination of its validity in predicting job performance.

Sec. 3.3 Affirmative Action Program for Equal Employment Opportunities

- 3.3.1** Where the Commission finds that invalid selection procedures have had an exclusionary effect, the Commission shall establish goals and timetables for the specific job class or occupational category and shall initiate measures designed to assure that qualified members of affected groups are included within the pool of persons from which selections are made, all of which shall take into account the availability of funding and basically qualified persons in the relevant job market.
- 3.3.2** The Commission directs the Human Resources Director to maintain the following affirmative action steps designed to maintain equal employment opportunities:
 - 1)** the examination of each element of each selection process to determine, at a minimum, its job relationship validity in predicting job performance;
 - 2)** outreach recruitment designed to attract qualified members of disadvantaged groups;

Applicability: Unless otherwise noted, the provisions of Rule 3 apply to employees in all classes except that the complaint resolution procedure prescribed in this Rule may be superceded by a collective bargaining agreement for those employees subject to Charter Sections 8.409 and 8.590. If there is any conflict in the provisions of this Rule and relevant Charter sections, the Charter language prevails.

Sec. 3.3 Affirmative Action Program for Equal Employment Opportunities (cont.)

3.3.2 (cont.)

- 3) job restructuring efforts with the cooperation of appointing authorities to organize work and redesign jobs in ways that provide entry-level training opportunities for persons lacking "journey-level knowledge of skills to enter, and, with appropriate training, to progress in a career field;
- 4) revamping of selection instruments or procedures, as necessary, in order to reduce or eliminate exclusionary effects on particular groups in particular job classifications;
- 5) inclusion of woman and minorities on oral appraisal boards when practicable. Oral appraisal board orientations shall be conducted in writing or by means of automatic recording devices, and all such written orientation records shall be retained with the permanent records of the examination and may be inspected by candidates as provided elsewhere in these Rules as to inspection of papers; and
- 6) systematic efforts to provide career advancement training, both classroom and on-the-job, to employees locked into dead-end jobs.

Sec. 3.4 Dissemination of the Rule

Copies of the foregoing affirmative action Rule shall be available in all City departments, which shall be responsible for its widest practicable dissemination. Members of the oral appraisal boards shall be given copies of this Rule well in advance of interview sessions. The Rule shall be distributed to all recruitment sources, local media, and employee representative organizations.

Sec. 3.5 Monitoring and Evaluation

The Human Rights Commission of the City and County of San Francisco shall quarterly review the compliance status in regard to this Rule and shall quarterly report its findings and recommendations to the Commissioners of the Civil Service Commission and to the Mayor. Upon request of the Human Rights Commission, the staff of the Department of Human Resources shall fully disclose all such non-confidential books, records, documents, and other information as the Human Rights Commission shall deem relevant to the monitoring and evaluation function herein described. Upon request, the Human Resources Director or authorized designee shall appear and give testimony before the Human Rights Commission with respect to compliance with any of the provisions of this Rule.

Applicability: Unless otherwise noted, the provisions of Rule 3 apply to employees in all classes except that the complaint resolution procedure prescribed in this Rule may be superceded by a collective bargaining agreement for those employees subject to Charter Sections 8.409 and 8.590. If there is any conflict in the provisions of this Rule and relevant Charter sections, the Charter language prevails.

Sec. 3.6 Discrimination Complaints

3.6.1 Purpose

Pursuant to Charter Section 3.661, this Rule establishes procedures to review and resolve allegations of discrimination on the basis of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, ancestry, marital status, color, medical condition (cancer-related), or the conditions Acquired Immune Deficiency Syndrome (AIDS) and AIDS related conditions (ARC), other non-merit factors or otherwise prohibited nepotism or favoritism. Any employee or applicant may file a complaint alleging that he or she has been discriminated against as a result of any employment decision made by any agency, department, or commission of the City and County of San Francisco. The sole purpose of proceedings under this section is to provide a mechanism for the investigation and resolution of such charges of discrimination and to provide a mechanism for the investigation and resolution of such charges of discrimination and to provide an appropriate remedy for the complainant where a determination is made that discrimination prohibited by this Rule has occurred.

3.6.2 Filing a complaint of Discrimination

Filing a complaint under this Rule shall consist of the submission of a signed letter to the Human Resources Director specifying those facts and reasons which support the charge. The letter of complaint must clearly state the basis upon which the charge of discrimination is filed and the specific adverse action about which the employee is complaining. The complainant bears the burden of proof and toward this end, should also provide supporting documents, names of witnesses and/or other facts that tend to corroborate the charge.

3.6.3 Filing Deadline Requirement

All such complaints must be filed, as specified above, within 30 calendar days of the alleged discriminatory action or within 30 calendar days of the date the complainant should have been aware of the alleged violation. The timely filing of said complaint under a specific Civil Service Commission approved departmental discrimination complaint procedure, where applicable, shall serve to satisfy this time requirement.

Applicability: Unless otherwise noted, the provisions of Rule 3 apply to employees in all classes except that the complaint resolution procedure prescribed in this Rule may be superceded by a collective bargaining agreement for those employees subject to Charter Sections 8.409 and 8.590. If there is any conflict in the provisions of this Rule and relevant Charter sections, the Charter language prevails.

Sec. 3.6 Discrimination Complaints (cont.)

3.6.4 Discrimination Complaint Process

1) Upon receipt, the Human Resources Director shall forward a copy of all such complaints to the San Francisco Human Rights Commission. The Department of Human Resources Equal Employment Opportunity Division (hereinafter EEO Division) shall act on behalf of the Human Resources Director, for purposes of investigation, mediation, and/or any other resolution of all such complaints.

2) The EEO Division shall contact the complainant for purposes of scheduling an initial intake interview and completion of the appropriate EEO complaint form. A copy of the complaint shall immediately thereafter be forwarded to the department against whom charges have been made.

3) Within ten working days of written notification to the department being charged, the EEO Division shall contact both parties to determine if resolution of the complaint is possible. Both parties are strongly encouraged to voluntarily attempt resolution of the allegations. The EEO Division shall serve as a vehicle to mediate an amicable settlement where possible. Such an attempt shall not imply any determination or concession by either party with regard to the merit of the charges. Successful attempts at resolution shall result in a written agreement signed by both parties. A copy of said agreement shall be submitted to the Human Resources Director for review. Such to those limits prescribed by law, resolution agreements shall be implemented as soon as practicable.

4) Should the attempt at resolution fail, the EEO Division shall conduct an investigation of the charges. Such investigative authority shall include the reviewing and obtaining of copies of relevant documents, interviewing individuals and such other activity as may be necessary to obtain information pertinent to the specifics of the charges. The investigation shall result in the submission of an Investigative Report or a Recommendation of Dismissal to a panel of three persons of whom one shall be designated by the Human Resources Director, one by the Office of the Mayor and one by the San Francisco Human Rights Commission (hereinafter the Panel). This Panel shall constitute the Human Resource Director's designee for purposes of hearing and disposition of employment discrimination complaints.

Applicability: Unless otherwise noted, the provisions of Rule 3 apply to employees in all classes except that the complaint resolution procedure prescribed in this Rule may be superceded by a collective bargaining agreement for those employees subject to Charter Sections 8.409 and 8.590. If there is any conflict in the provisions of this Rule and relevant Charter sections, the Charter language prevails.

Sec. 3.6 Discrimination Complaints (cont.)

3.6.4 Discrimination Complaint Process (cont.)

5) Where it appears after investigation that the complaint clearly fails to constitute a violation of this Rule, the EEO Division shall prepare a Recommendation of Dismissal specifying the reasons therefore. Said recommendation shall be forwarded to the Panel for review, to the complainant, and to the department charged with the alleged violation. Within ten calendar days of the postmarked date of the Recommendation of Dismissal, the complainant may submit in writing to the EEO Division any facts or reasons opposing the Recommendation of Dismissal. The complainant's submission shall be immediately transmitted by the EEO Division to the Panel. As soon as practicable after the receipt of complainant's submission or the expiration of complainant's time for submission, the Panel shall, in writing, dismiss the complaint or deny the Recommendation of Dismissal specifying the reasons therefore. Copies of the Panel's determination on the Recommendation of Dismissal shall be forwarded, within five working days of the ruling, to the complainant and the department involved. No evidentiary hearing shall be held on the Recommendation of Dismissal. The complainant may appeal a Panel's determination to the Civil Service Commission. The procedure and time limit for requesting such appeal shall be as provided below.

6) Where it appears after investigation that corroborative evidence exists to warrant hearing of the charges, an investigative report shall be forwarded to the Panel and the hearing scheduled. Both parties to the complaint shall be given at least ten working days notice of the date, time, and location of the hearing. The complainant and the department shall have the right to have a representative at the hearing, call a reasonable number of witnesses, pose pertinent questions of opposing witnesses through the chair of the Panel and present closing arguments. The hearing shall be conducted in conformance with the Civil Service Commission's Discrimination Complaint Hearing Panel Procedures. A copy of these procedures may be obtained from the EEO Division. The Panel shall issue written findings to both parties within 30 calendar days of the conclusion of the hearing. When appropriate, the findings shall include a remedy for the complainant which shall be enforced as soon as practicable. The determination of the Panel shall be final 30 calendar days from the postmarked date of the written findings unless either party to the complaint appeals to the Civil Service Commission. The procedure and time limit for requesting such review shall be those set forth below. The final determination or settlement agreement reached under this Rule shall be binding upon and enforced by every employee and appointing officer.

Applicability: Unless otherwise noted, the provisions of Rule 3 apply to employees in all classes except that the complaint resolution procedure prescribed in this Rule may be superceded by a collective bargaining agreement for those employees subject to Charter Sections 8.409 and 8.590. If there is any conflict in the provisions of this Rule and relevant Charter sections, the Charter language prevails.

Sec. 3.6 Discrimination Complaints (cont.)

3.6.4 Discrimination Complaint Process (cont.)

7) Any challenge to the jurisdiction of the Panel to hear a complaint must be submitted in writing to the EEO Division for transmission to the Panel within ten working days of the date of the written notice of complaint sent to the department against which charges have been made.

8) Subject to budgetary considerations, the proceedings shall be recorded by a Court Reporter. It is not required that a formal transcript of the proceedings be made. Should any party desire a formal transcript, that party shall bear the cost of obtaining the transcript. No attorney fees shall be provided to any party pursuant to proceedings under this Rule.

9) Appeal of a Panel decision after hearing may be filed in writing with the Executive Officer to the Civil Service Commission specifying the reasons therefor. The appeal must include, in detail, the specific issue(s) upon which the Panel dismissal or decision is challenged and must be received in the office of the Executive Officer no later than 30 calendar days from the postmarked date of the Panel's written dismissal or decision. Appeals will be referred to the Civil Service Commissioners to determine if the Commission will agree to review the matter. The Commission shall render its decision within 30 calendar days of the receipt of the appeal. If after consideration of the written request a majority of the Commissioners do not consent to hear the matter, the appeal is denied and the action of the Panel is final. If the Commission agrees to grant the appeal, the matter shall thereafter be calendared. At any hearing the taking of evidence and oral arguments will be permitted only as the Commission may determine. The decision of the Civil Service Commission shall be final and no reconsideration shall be allowed.

3.6.5 Where the allegations underlying a timely-filed discrimination complaint also comprise the bases or are an element of a separate matter which is subject to hearing or determination by the Civil Service Commission in accordance with these Rules, the final determination reached under this Rule shall constitute a Finding of Fact and the merits of the discrimination charge shall not be reheard.

3.6.6 Complaints relative to examination matters covered elsewhere in these Rules shall not be processed under this Rule but shall be dealt with by the Human Resources Director.

Applicability: Unless otherwise noted, the provisions of Rule 3 apply to employees in all classes except that the complaint resolution procedure prescribed in this Rule may be superceded by a collective bargaining agreement for those employees subject to Charter Sections 8.409 and 8.590. If there is any conflict in the provisions of this Rule and relevant Charter sections, the Charter language prevails.

Sec. 3.6 Discrimination Complaints (cont.)

- 3.6.7** It shall be a violation of this Rule to discriminate against, retaliate against or harass any employee or applicant because such employee has complained of or opposed any discrimination prohibited under this Rule or has made a complaint, testified, supplied evidence, assisted or participated in any manner in any investigation, proceeding or hearing under this Rule.
- 3.6.8** Any employee or applicant may file a complaint alleging that he or she has been retaliated against in violation of this Rule and any such complaint shall be filed and processed in the same manner as other discrimination complaints under this Rule.
- 3.6.9** Investigations, statements of witnesses and transcripts thereof taken pursuant to proceedings under this Rule shall be used only for the purposes set forth in this Rule and shall be held in confidence insofar as is practicable and fair.
- 3.6.10** This Rule does not preclude an individual's right to file the same or similar complaint under any approved city department, board or commission discrimination complaint process, or with any State or Federal regulatory agency, or to litigate for relief. Where there exists a specific Civil Service Commission approved departmental discrimination complaint procedure, the complainant may opt to utilize the procedure first or may directly complain to the Department of Human Resources in accordance with this Rule. Where a timely complaint is filed with both the EEO Division and an approved departmental discrimination complaint procedure, deferral shall be accorded to the departmental procedure unless the complainant indicates to the EEO Division, in writing and within five calendar days of the EEO Division intake interview, that he or she want the departmental procedures to cease. In the event that the complainant elects to proceed under departmental procedures, the Department of Human Resources shall hold its investigation in abeyance, pending the outcome of departmental procedures. Complainant's opposing any finding of the department shall, within ten calendar days of the issuance of the findings, request in writing to the EEO Division that the Department of Human Resources reinstitute its procedures under this Rule.

Applicability: Unless otherwise noted, the provisions of Rule 3 apply to employees in all classes except that the complaint resolution procedure prescribed in this Rule may be superceded by a collective bargaining agreement for those employees subject to Charter Sections 8.409 and 8.590. If there is any conflict in the provisions of this Rule and relevant Charter sections, the Charter language prevails.

Sec. 3.6 Discrimination Complaints (cont.)

- 3.6.11** When a complaint filed under this Rule is also filed with a State, Federal or other agency duly authorized to investigate complaints of discrimination and to seek or impose relief, the Panel may determine that proceedings under this Rule shall be suspended and deferral be accorded to that State, Federal or other proceeding. When a charge of discrimination filed under this Rule is also the subject or an element of litigation, proceedings under this Rule shall cease and deferral be accorded to the court.

Sec. 3.7 Incorporation of Federal Guidelines

The Commission, consistent with this Rule, hereby adopts and incorporates the Federal affirmative action guidelines for local governments adopted by the United States Equal Opportunity Commission, the United States Commission on Civil Rights, the United States Department of Justice, the United States Department of Labor and the United States Civil Service Commission as adopted August 26, 1976.

Sec. 3.8 Annual Supplementary Plan

- 3.8.1** Within 180 days of adoption of this Rule and annually thereafter, the Department of Human Resources shall adopt a Supplementary Affirmative Action Plan for Equal Employment Opportunities (Annual Plan) consistent with this Rule.
- 3.8.2** The Annual Plan shall include, at minimum, a report of the composition of the City work force; a comparison of the City work force with the available qualified San Francisco labor force by race, sex, and ethnicity; an identification of those classes or occupational categories where substantial disparity exists; an analysis to determine the causes of disparity; and specific actions to be taken in order to resolve the discriminatory disparities within a defined time frame.
- 3.8.3** The Annual Plan shall also include an evaluation and summary of the effects of specific actions undertaken in the previous year in order to determine the effectiveness of such measure.

Applicability: Unless otherwise noted, the provisions of Rule 3 apply to employees in all classes except that the complaint resolution procedure prescribed in this Rule may be superceded by a collective bargaining agreement for those employees subject to Charter Sections 8.409 and 8.590. If there is any conflict in the provisions of this Rule and relevant Charter sections, the Charter language prevails.

Sec. 3.8 Annual Supplementary Plan (cont.)

- 3.8.4** In the development of the Annual Plan, the Commission shall seek and consider the advice of experts, community representatives, City officials and recognized employee representatives. In order to accomplish this advisory function, the Commission shall, upon recommendation of the Mayor, appoint an advisory group to assist in the development of the Annual Plan.

Sec. 3.9 Delegation of Responsibility

The Commission recommends that all City appointing officers and commissions assume responsibility for the development of Departmental Affirmative Action Plans pertinent to their jurisdiction and consistent with this Rule. It is suggested that each City department's Affirmative Action Plan include a policy statement, utilization of the work force analysis, designation of responsibilities, and specific action items. The Department of Human Resources staff will provide technical assistance to appointing officers and commissions in order to assist in the administration of departmental affirmative action plans.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MEMORANDUM

CSC No. 96-11

DOCUMENTS DEPT.

JUL 30 1996

SAN FRANCISCO
PUBLIC LIBRARY

KAREN CLOPTON
PRESIDENT

Date: July 19, 1996

To: Department Heads
Departmental Personnel Officers
Departmental Personnel Representatives
Employee Organization Representatives

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

From: Civil Service Commission Rules (1996 Edition) Change No. 96-4
Amendments to various Rules sections as required by the 1996
Charter and a recently negotiated agreement between the
Probation Officers Association and the City.

A. LEE MUNSON
COMMISSIONER

1. Amendment to Civil Service Commission Rule 1 - Authority and Purpose, by amending Section 1.5 - Amendment of Rules, and adding Section 1.7 - Requirement to Officially File Rules.

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

Section 4.104 of the 1996 Charter requires that boards and commissions post changes to rules for at least ten days. This change will increase the posting period required under the 1932 Charter and Civil Service Commission Rules from seven to ten days. Attached reflecting the change is amended Rules Section 1.5 - Amendment of Rules, pages 1.2 and 1.3 (dated 7/1/96) to replace pages 1.2 and 1.3 issued 1/8/96. The 1996 Charter also requires that copies of the rules of boards and commissions be officially filed with the Clerk of the Board of Supervisors. Included on pages 1.2 and 1.3 (dated 7/1/96) is new Rules Section 1.7 - Requirement to Officially File Rules. Both Rules changes were adopted by the Civil Service Commission on May 6, 1996 and were effective on July 1, 1996.

Also enclosed is a copy of reissued page 1.1 (dated 7/1/96) updating the Rule 1 contents page to reflect the addition of new Section 1.7. Reissued page 1.1 replaces page 1.1 (dated 1/8/96).

2. Amendment to Civil Service Commission Rule 14 - Appointments, by adding Subsection 14.5.10 - Restrictions on Provisional Appointment, to Article I - General Provisions, Section 14.5 - Provisional Appointment

1996 Charter Sections 10.105 and 18.110 impose restrictions on provisional appointments, i.e., provisional appointments may last a maximum of three years; may be extended beyond three years only with the approval of the Board of Supervisors under specified conditions; and those in effect on July 1, 1996 terminate on June 30, 1999. Attached are reissued pages 14.1, 14.4, 14.5, and 14.6 and 14.7 (dated 7/1/96) to replace the corresponding Rules pages dated 1/8/96. These pages reflect the addition to Rule 14 - Appointments, of the new Charter restrictions by adding subsection 14.5.10 - Restrictions on Provisional Appointment, to Article I - General Provisions, Section 14.5 - Provisional Appointment.

July 19, 1996

This Rules change was adopted by the Civil Service Commission on May 6, 1996 and was effective on July 1, 1996.

3. Amendment to Civil Service Commission Rule 14 - Appointments, by adding Article VIII - Exempt Appointment and Section 14.45 - Exclusions from Civil Service Appointment

The opening clause of 1996 Charter Section 10.104 - Exclusions from Civil Service Appointment, provides parameters establishing those appointments which may be made outside the civil service process. Because the concepts in this clause are precise and clarify the nature of exempt appointment, this definition was incorporated into the Civil Service Commission Rules by adding New Article VIII - Exempt Appointments. This Rules language serves as the introductory paragraph to a longer section dealing with exempt employment which will be required by the 1996 Charter and provides defining factors for the balance of the section on exempt appointments. Attached is new page 14.29 (dated 7/1/96) reflecting the addition to Rule 14 - Appointments, of new Article VIII - Exempt Appointments; and new Section 14.45 - Exclusions from Civil Service Appointment. This Rules change was adopted by the Civil Service Commission on May 6, 1996 and were effective on July 1, 1996.

Also attached is reissued page 14.1 (dated 7/1/96) updating the Rule 14 contents page to reflect the addition of Article VIII - Exempt Appointment. Reissued page 14.1 replaces page 14.1 (dated 1/8/96).

4. Amendment to Civil Service Commission Rules adding Subsection 20.17.3 relating to reimbursement for vested and unused accumulated sick leave with pay credit for employees represented by the Probation Officers Association

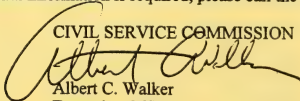
The City entered into an agreement with the Probation Officers Association to allow employees represented by the Probation Officers Association who retire by June 30, 1997 to utilize vacation and sick leave balances to repay shortages in their retirement accounts. Such repayment serves to facilitate the transfer of retirement accounts from the San Francisco City Employees Retirement System to the Public Employee Retirement System (PERS). This Rule amendment only affects those employees who are eligible for transfer to PERS under Charter Section 8.506-2. Attached are reissued pages 20.12 and 20.13 (dated 7/1/96) reflecting the addition of Section 20.17.3 adopted by the Civil Service Commission and effective on July 1, 1996.

Finally, attached is a copy of the Amendment Control Sheet (page xi) (dated 7/1/96) updated to reflect all the above amendments. This page is to be inserted into your copy of the Rules to replace page xi circulated with Rules Change No. 96-3 on June 21, 1996.

If needed, additional copies of these pages may be photocopied.

If there are any questions or if additional information is required, please call the Civil Service Commission office at 554-4747.

CIVIL SERVICE COMMISSION



Albert C. Walker
Executive Officer

Attachments

Rule 1

Authority and Purpose

Applicability: Unless otherwise noted, the provisions of Rule 1 apply to employees in all classes.

- Sec. 1.1 Rules Prescribed-Authority
- Sec. 1.2 Purpose
- Sec. 1.3 Merit System Principles (Proposed)
- Sec. 1.4 Severability
- Sec. 1.5 Amendment of Rules
- Sec. 1.6 Court Actions

Rule 1

Authority and Purpose

Applicability: Unless otherwise noted, the provisions of Rule 1 apply to employees in all classes.

Sec. 1.1 Rules Prescribed-Authority

Under the authority of Article XI of the Constitution of the State of California and under Section 3.661 of the Charter of the City and County of San Francisco, the Civil Service Commission of the City and County of San Francisco does prescribe and adopt these Rules which shall have the force and effect of law.

Sec. 1.2 Purpose

These Rules are prescribed for the purpose of implementing the Charter provisions, assuring continuance of the merit system, prompting efficiency in the dispatch of public business, and assuring all persons in the classified service and all persons seeking admission thereto fair and impartial treatment.

Sec. 1.3 Merit System Principles

(Proposed)

Sec. 1.4 Severability

- 1.4.1** If any rule, section, paragraph, sentence, clause, or phrase of these Rules is declared unconstitutional or void for any reason, such declaration shall not affect the validity of the remaining portions of these Rules. The Commission hereby declares that it would have prescribed and adopted these Rules, and each rule, section, paragraph, sentence, clause and phrase hereof, irrespective of the fact that any one or more Rules, sections, paragraphs, sentences, clauses, or phrases be declared unconstitutional or void.
- 1.4.2** The titles assigned to Rules and sections are for reference purposes only and shall not be considered as a substantive part of these Rules.
- 1.4.3** If there is any conflict in the provisions of these Rules and the Administrative Code of the City and County of San Francisco, the Administrative Code language shall apply.

Applicability: Unless otherwise noted, the provisions of Rule 1 apply to employees in all classes.

Sec. 1.5 Amendment of Rules

The Commission may at any time amend these Rules. Any such proposed amendment shall be posted for a minimum of seven consecutive calendar days prior to adoption. Upon adoption, changes in the Rules shall be in effect and shall be printed. No change in the Rules shall affect a case pending before the Civil Service Commission.

Sec. 1.6 Court Actions

In the event of an adverse decision in a legal action to which the Commission is a party, the City Attorney shall appeal through and to the highest court for final decision unless otherwise ordered by the Commission.

Rule 14

Appointments

Article I: General Provisions

Applicability: Unless otherwise noted, the provisions of Article I, Rule 14, apply to employees in all classes.

Article II: Limited Tenure Appointments

Applicability: The provisions of Article II, Rule 14, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Article III: Temporary and Emergency Appointments

Applicability: The provisions of Article III, Rule 14, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Article IV: Appointment by Reinstatement

Applicability: Unless otherwise noted, the provisions of Article IV, Rule 14, apply to employees in all classes.

Article V: Reappointment

Applicability: Unless otherwise noted, the provisions of Article V, Rule 14, apply to employees in all classes.

Article VI: Appointment by Transfer

Applicability: Unless otherwise noted, the provisions of Article VI, Rule 14, apply to employees in all classes.

Article VII: Employment in Class 8304 Deputy Sheriff and Class 8302 Deputy Sheriff I

Applicability: The provisions of Article IV, Rule 14, apply only to employees in Class 8304 Deputy Sheriff and Class 8302 Deputy Sheriff I.

Applicability: Unless otherwise noted, the provisions of Article I, Rule 14, apply to employees in all classes.

Sec 14.4 Temporary Appointment (cont.)

14.4.1 (cont.)

2) An appointment from an eligible list to a temporary position established to perform a special project or investigation. The establishment of such position shall require the express approval of the Human Resources Director. It must be readily foreseeable that the duties and responsibilities and products must be completed by the time limit of a maximum of the hourly equivalent of 260 working days based on the regular daily work schedule of the employee, and in no case may the maximum exceed 2080 hours.

3) When no eligible list exists or no eligible is available on an existing eligible list for a position in the class requisitioned by an appointing officer, and immediate service in the position is required by the appointing officer and another eligible list exists which is deemed by the Human Resources Director to be suitable to provide temporarily the service desired, the Human Resources Director shall certify for civil service temporary appointment an eligible from such eligible list.

14.4.2 Expiration of Temporary Appointment

1) Upon expiration of the maximum allowable time period or upon expiration of the appointee's temporary position, temporary appointees shall be separated as provided below.

2) Temporary appointees so separated shall be returned to the eligible list from which appointed if such list has not expired.

3) Temporary appointees returned to the eligible list or to the holdover roster shall be immediately available for certification to temporary positions:

- under another appointing officer; or
- to the same appointing officer to another position with the express approval of the Human Resources Director.

In the case of represented classes, the Human Resources Director shall provide prior notification to the appropriate bargaining representative of intention to authorize such immediate certification and shall, upon request, meet and confer concerning the proposed certification.

Applicability: Unless otherwise noted, the provisions of Article I, Rule 14, apply to employees in all classes.

Sec. 14.4 Temporary Appointment (cont.)

14.4.2 Expiration of Temporary Appointment (cont.)

4) For employees represented by the Transport Workers Union, Locals 200 and 250A and for uniformed members of the Police and Fire Departments, temporary appointees, except those appointed from a "near list", whose list has expired shall be ranked on the holdover roster for the class.

14.4.3 Layoff due to lack of work or lack of funds or termination shall be as provided elsewhere in these Rules.

Sec. 14.5 Provisional Appointment

Applicability: *Sec. 14.5 applies to employees in all classes except for employees in classes represented by the Transport Workers Union, Local 200 and 250A; and to the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S. F. Police Officers' Association, Local 911, and Firefighters, Local 798.*

14.5.1 Provisional appointment shall be an appointment to a permanent or temporary position when there is no available eligible.

1) A provisional appointment is time limited to a maximum duration of the hourly equivalent of 130 working days based on the regular work schedule of the employee; however, in no case may the maximum duration exceed 1040 hours in any class or in any department in a calendar year.

2) Except with the express approval of the Human Resources Director, when an eligible list is adopted, all provisional appointments in the affected class shall expire.

14.5.2 Provisional appointments may be extended with the approval of the Human Resources Director for additional periods of time not to exceed, for each extension, the time limitations specified above.

14.5.3 Provisional appointees serve at the discretion of the appointing officer.

14.5.4 Provisional appointees shall be separated as provided below at the expiration of the maximum allowable time or upon expiration of the appointee's temporary position.

Applicability: Unless otherwise noted, the provisions of Article I, Rule 14, apply to all employees in all classes.

Sec. 14.5 Provisional Appointment (cont.)

- 14.5.5** The Human Resources Director shall promulgate policies and procedures for making provisional appointments which shall include provisions that appointments shall be made on the basis of a combination of merit factors, affirmative action and, if promotive, consideration of performance appraisal ratings and seniority.
- 14.5.6** Layoff of provisional appointees due to lack of work, lack of funds or termination shall be as provided elsewhere in these Rules.
- 14.5.7** A civil service appointee who is laid off, terminated or who resigns from a provisional appointment shall return to the appointee's permanent position.
- 14.5.8** A provisional appointee resigning from employment shall complete the prescribed resignation form.
- 14.5.9** Provisional appointees shall acquire, by virtue of serving under provisional appointment, no right or preference for permanent appointment.

Sec. 14.6 Provisional Appointment - Non-Civil Service Appointment

Applicability: *Sec. 14.6 applies only to employees in classes represented by the Transport Workers Union, Local 200 and 250A; and to the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S. F. Police Officers' Association, Local 911, and Firefighters, Local 798.*

- 14.6.1** Non-Civil Service appointment made under the authority of these Rules shall be an appointment to a permanent or temporary position when either
- 1) there is no available eligible. It is time limited to a maximum duration of the hourly equivalent of 130 working days based on the regular work schedule of the employee; however, in no case may the maximum duration exceed 1040 hours in any class or in any department in a calendar or fiscal year or except with the express approval of the Human Resources Director, 30 days from eligible list adoption, whichever is less; or
 - 2) there is an emergency.

Such appointment is time limited to a maximum of 240 hours.

- 14.6.2** Non-civil service appointees serve at the discretion of the appointing officer.

Applicability: Unless otherwise noted, the provisions of Article I, Rule 14, apply to employees in all classes.

Sec. 14.6 Provisional Appointment - Non-Civil Service Appointment (cont.)

Applicability: *Sec. 14.6 applies only to employees in classes represented by the Transport Workers Union, Local 200 and 250A; and to the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S. F. Police Officers' Association, Local 911, and Firefighters, Local 798.*

- 14.6.3** Non-civil service appointees shall be separated as provided below at the expiration of the maximum allowable time or upon expiration of the appointee's temporary position.
- 14.6.4** The Human Resources Director shall promulgate policies and procedures for making non-civil service appointments which include provisions that appointments shall be made on the basis of a combination of merit factors, affirmative action and, if promotive, seniority.
- 14.6.5** Notification to signatory unions shall be as follows:

Employee organizations signatory to the Letter of Agreement adopted April 4, 1983, shall be notified on a biweekly basis of all non-civil service appointments authorized in the preceding two-week period, together with the duration of such appointments and the reason(s) for such duration. Union representatives of organizations signatory to the aforementioned agreement shall have the right to meet and confer with the Human Resources Director or designee following notification cited hereinabove.

Sec. 14.7 Provisional Appointment - Limited Tenure Appointment

Applicability: *Sec. 14.7 applies only to employees in classes represented by the Transport Workers Union, Local 200 and 250A; and to the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S. F. Police Officers' Association, Local 911, and Firefighters, Local 798.*

- 14.7.1** Limited tenure appointment is an appointment made to a permanent or temporary positions under authority of this Rule is a class for which there is no available eligible.
- 14.7.2** All limited tenure appointments shall require the express prior approval of the Commission and shall be made pursuant to the stated intent of the Letter of Agreement and Compliance Agreement adopted April 4, 1983, as it pertains to the classes represented by the unions signatory to these Agreements.
- 14.7.3** Layoff due to lack of work, lack of funds, or termination shall be as provided elsewhere in these Rules.

Applicability: The provisions of Rule 20 apply to all officers and employees except as noted or as specifically excluded, or except as may be superceded by a collective bargaining agreement for those employees subject to Charter Sections 8.409 and 8.590. However, all definitions in this Rule are applicable to employees in all classes.

Sec. 20.17 Reimbursement of Vested and Unused Accumulated Sick Leave with Pay Credits Balance (cont.)

20.17.2 (cont.)

5) No reimbursement shall be made for unused sick leave with pay credits earned on or after December 6, 1978.

6) The enactment of this section is not intended to constitute additional compensation, nor be a part of the rate of pay of the employee, but is reimbursement for the vested and unused accumulated sick leave with pay credit balance to which an employee would have been entitled if the employee had not retired, separated due to industrial injury or died.

Rule 20

Leaves of Absence

Article IV: Sick Leave without Pay

Applicability: The provisions of Rule 20 apply to all officers and employees except as noted or as specifically excluded, or except as may be superceded by a collective bargaining agreement for those employees subject to Charter Sections 8.409 and 8.590. However, all definitions in this Rule are applicable to employees in all classes.

Sec. 20.18 Sick Leave without Pay - Eligibility

Subject to the provisions of this section, sick leave without pay may be granted to employees who are not eligible for sick leave with pay or, subject to the approval of the appointing officer or designee, employees may choose not to use their sick leave with pay credits.

Sec. 20.19 Sick Leave without Pay - Temporary and Provisional Employees

Sick leave without pay may be granted to temporary or provisional employees. Such leave shall be renewed monthly and shall not be extended beyond three calendar months except for sick leave - maternity.

Sec. 20.20 Sick Leave without Pay - Permanent Employees

- 20.20.1** Sick leave without pay may be approved for permanent employees for the period of the illness provided that requests for prolonged leave shall be renewed every three months and provided further that such leave shall not be extended beyond a period of one continuous year unless the physician designated by the Human Resources Director advises that there is a reasonable probability that the employee will be able to return to employment.
- 20.20.2** If the physician designated by the Human Resources Director determines that there is no reasonable probability that the employee will be able to return to duty, the appointing officer shall have good cause for discharge.
- 20.20.3** The physician designated by the Human Resources Director may defer certification of capability for additional periods of three month intervals up to one additional year.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MEMORANDUM

CSC No. 96-12

BOX 41

M-2* A-1*

PUBLIC LIBRARY - CIVIC CENTER
Documents Section
100 Larkin Street
San Francisco, CA 94102

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

Date: August 30, 1996
To: Department Heads
Departmental Personnel Officers
Departmental Personnel Representatives
Employee Organization Representatives

From: Albert C. Walker
Executive Officer

Subject: CSC Rules Change Number 96-5
Revised and Reissued Pages for the 1996 Edition of the Civil Service
Commission Rules

DOCUMENTS DEPT.

SEP 13 1996

SAN FRANCISCO
PUBLIC LIBRARY

On January 8, 1996, the Civil Service Commission adopted a new edition of its Rules. This 1996 Edition was the result of a major reallocation and recodification of the previous edition of the Civil Service Commission Rules.

Since the 1996 Edition of the Rules has been distributed, some clerical and typographical errors have been discovered. In addition, the new City and County Charter became operative on July 1, 1996. Consequently, Civil Service Commission staff have reviewed the Rules in their entirety and have corrected the clerical and other errors and have also updated the Rules provisions referencing the Charter to reflect the appropriate sections of the new Charter. In addition, several other administrative changes based on the new Charter have been made.

Attached are copies of the revised and reissued Rules pages. Charter references in the main text of the Rules have been changed to properly cite the new Charter; references in the applicability clauses at the top of each page have been edited only if a change was otherwise made on the relevant page. All unmodified references in the applicability clauses are to provisions in Appendix A of the new Charter. The provisions in Charter Appendix A are still identified by the 1932 Charter section number with the addition of the prefix A.

Also attached is a copy of the amendment Control Sheet (page xi) dated 8/30/96 documenting CSC Rules Change Number 96-5. This page is to be inserted in your copy of the Rules to replace page xi dated July 1, 1996. Please photocopy as many additional copies of the reissued pages as you need.

1996 Rules Subject Index

Civil Service Commission staff are presently completing the editing of a Subject Index to the 1996 Civil Service Commission Rules. This Subject Index will be forwarded for printing in the next two to three weeks and should be distributed in early October.

CIVIL SERVICE COMMISSION

Albert C. Walker
Executive Officer

Attachment

Rule 20

Leaves of Absence

Article IV: Sick Leave without Pay

Applicability: The provisions of Rule 20 apply to all officers and employees except as noted or as specifically excluded, or except as may be superceded by a collective bargaining agreement for those employees subject to Charter Sections 8.409 and 8.590. However, all definitions in this Rule are applicable to employees in all classes.

Sec. 20.18 Sick Leave without Pay - Eligibility

Subject to the provisions of this section, sick leave without pay may be granted to employees who are not eligible for sick leave with pay or, subject to the approval of the appointing officer or designee, employees may choose not to use their sick leave with pay credits.

Sec. 20.19 Sick Leave without Pay - Temporary and Provisional Employees

Sick leave without pay may be granted to temporary or provisional employees. Such leave shall be renewed monthly and shall not be extended beyond three calendar months except for sick leave - maternity.

Sec. 20.20 Sick Leave without Pay - Permanent Employees

- 20.20.1** Sick leave without pay may be approved for permanent employees for the period of the illness provided that requests for prolonged leave shall be renewed every three months and provided further that such leave shall not be extended beyond a period of one continuous year unless the physician designated by the Human Resources Director advises that there is a reasonable probability that the employee will be able to return to employment.
- 20.20.2** If the physician designated by the Human Resources Director determines that there is no reasonable probability that the employee will be able to return to duty, the appointing officer shall have good cause for discharge.
- 20.20.3** The physician designated by the Human Resources Director may defer certification of capability for additional periods of three month intervals up to one additional year.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MEMORANDUM

CSC No. 96-12

BOX 41

M-2* A-1*

PUBLIC LIBRARY - CIVIC CENTER
Documents Section
100 Larkin Street
San Francisco, CA 94102

Date: August 30, 1996

To: Department Heads
Departmental Personnel Officers
Departmental Personnel Representatives
Employee Organization Representatives

DOCUMENTS DEPT.

From: Albert C. Walker
Executive Officer

SEP 13 1996

SAN FRANCISCO
PUBLIC LIBRARY

Subject: CSC Rules Change Number 96-5
Revised and Reissued Pages for the 1996 Edition of the Civil Service
Commission Rules

On January 8, 1996, the Civil Service Commission adopted a new edition of its Rules. This 1996 Edition was the result of a major reallocation and recodification of the previous edition of the Civil Service Commission Rules.

Since the 1996 Edition of the Rules has been distributed, some clerical and typographical errors have been discovered. In addition, the new City and County Charter became operative on July 1, 1996. Consequently, Civil Service Commission staff have reviewed the Rules in their entirety and have corrected the clerical and other errors and have also updated the Rules provisions referencing the Charter to reflect the appropriate sections of the new Charter. In addition, several other administrative changes based on the new Charter have been made.

Attached are copies of the revised and reissued Rules pages. Charter references in the main text of the Rules have been changed to properly cite the new Charter; references in the applicability clauses at the top of each page have been edited only if a change was otherwise made on the relevant page. All unmodified references in the applicability clauses are to provisions in Appendix A of the new Charter. The provisions in Charter Appendix A are still identified by the 1932 Charter section number with the addition of the prefix A.

Also attached is a copy of the amendment Control Sheet (page xi) dated 8/30/96 documenting CSC Rules Change Number 96-5. This page is to be inserted in your copy of the Rules to replace page xi dated July 1, 1996. Please photocopy as many additional copies of the reissued pages as you need.

1996 Rules Subject Index

Civil Service Commission staff are presently completing the editing of a Subject Index to the 1996 Civil Service Commission Rules. This Subject Index will be forwarded for printing in the next two to three weeks and should be distributed in early October.

CIVIL SERVICE COMMISSION

Albert C. Walker
Executive Officer

Attachment

Former Rule	Sec. No(s).	Title(s)	New Rule/ Sec. No(s).	Title(s)
Rule 16	Entire Rule	Probationary Period	Rule 17	Probationary Period Article I: Administration of the Probationary Period
Rule 16	Rule 16 Appendix	Classes Requiring More Than Six Months Probationary Period	Rule 17, Sec. 17.20	Probationary Period Article VI: Classes Requiring More than Six Months Probationary Period
Rule 17	Entire Rule	Status Rights	Rule 9	Position Classification and Related Rules Article III: Status Rights
Rule 18	Entire Rule	Employee Relations - Grievance Procedure	Chapter IV Rule X18	Proposed for deletion
Rule 19	Entire Rule	Transport Workers Union - San Francisco Municipal Railway Trust Fund	Rule 6	Transport Workers Union - San Francisco Municipal Railway Trust Fund
Rule 20	Entire Rule	Transfers	Rule 14	Appointments Article VI: Appointment by Transfer
Rule 21	Entire Rule	Rules Related to the Employer-Employee Relations Ordinance	Rule 7	Rules Related to the Employer-Employee Relations Ordinance
Rule 22	Entire Rule	Leaves of Absence	Rule 20	Leaves of Absence
Rule 23	Entire Rule	Standing and Special Committees	Chapter IV Rule X23	Proposed for deletion
Rule 24	Entire Rule	Apprenticeship Program	Chapter IV Rule X24	Proposed for deletion
Rule 25	All except 25.03	Absence from Duty Without Leave	Rule 22	Employee Separation Procedures Article VI: Absence from Duty Without Leave
Rule 25	25.03	Processing Resignation When No Written Notice	Rule 19	Resignation Sec. 19.6 - Processing Resignation When No Written Notice
Rule 26	Entire Rule	Temporary Out-of-Class Assignments	Rule 9	Position Classification and Related Rules Article II: Temporary Out-of-Class Assignments
Rule 27	Entire Rule	Temporary Exchanges for Training Purposes	Chapter IV Rule X27	Proposed for deletion
Rule 28	Entire Rule	Employee Training Reimbursement Program	Chapter IV Rule X28	Proposed for deletion
Rule 29	Entire Rule	Part-Time Employment of Activity in Addition to Full-Time Civil Service Employment	Rule 18	Conflict of Interest
Rule 30	Entire Rule	Personal Service Records	Chapter IV Rule X30	Proposed for deletion
Rule 31	Entire Rule	Overtime	Chapter IV Rule X31	Proposed for deletion

**A GUIDE TO THE APPLICABILITY OF THE 1996 EDITION
OF THE CIVIL SERVICE COMMISSION RULES**

Employees under Charter Section	Categories of Employees	Comments/Rules Applicability
8.590	Uniformed members of Police and Fire Departments; Airport Police	<ul style="list-style-type: none"> ♦ Provisions in <u>Chapter I</u> apply except as may be specifically noted in the Rules section. ♦ Provisions in <u>Chapters II and III</u> apply only if specifically agreed through the Collective Bargaining Agreement (CBA). ♦ All terms and conditions of employment may be bargained and contained in CBA. ♦ No civil service "carve-outs" (see reverse side)
8.403	Registered Nurses except Classes 2369, 2370, 2833, and 2836.	<ul style="list-style-type: none"> ♦ All Civil Service Commission Rules apply except as may be specifically noted in the Rules section because of the stage of meet and confer with the employee organization.
8.404	Municipal Railway Drivers (Class 9163)	
8.409	Miscellaneous Employees and Registered Nurse classes 2369, 2370, 2833, and 2836. (all employees other than those covered under Charter Section 8.403, 8.404 and 8.590)	<ul style="list-style-type: none"> ♦ Provisions of <u>Chapter I</u> apply except as may be specifically noted in the Rules section. ♦ Provisions of <u>Chapter II</u> are a "carve-out" (see reverse side) and all provisions apply except as may be specifically noted in the Rules section because of the stage of meet and confer with the employee organization. ♦ All matters not "carved out" by 8.409-3 (see reverse side) found in Rules <u>Chapter III</u> may be bargained and contained in CBA. ♦ <u>Chapter III</u> Rules in general do not apply except as agreed through CBA or where it is a "carve-out" matter (see reverse side) such as "definitions."

DIVISIONS OF THE 1996 EDITION OF THE CIVIL SERVICE COMMISSION RULES

- Chapter I: General and Administrative Rules
 Chapter II: Rules Governing the Civil Service Merit System
 Chapter III: Miscellaneous Rules and Rules Governing Employee Separations
 Chapter IV: Rules Proposed for Deletion

What are "Carve-outs"?

Charter Section 8.409, which covers "miscellaneous employees" of the City and County of San Francisco, exempts from collective bargaining those matters in the jurisdiction of the Civil Service Commission which establish, implement, and regulate the City and County of San Francisco civil service merit system. These exemptions from collective bargaining for miscellaneous employees are commonly referred to as the civil service "carve-outs." The civil service "carve-outs" are contained in Charter Section 8.409-3 and are excerpted below.

Employees covered under Charter Section 8.403 (most Registered Nurse Classes) and employees covered by Charter Section 8.404 (Municipal Railway Drivers) are subject to all Civil Service Commission Rules. Neither Section 8.403 nor Section 8.404 contains any exclusions from complete coverage by the Civil Service Commission Rules. There are no "carve-outs," all Civil Service Commission Rules apply.

Members of the uniformed ranks of the San Francisco Police Department and the San Francisco Fire Department as well as all classes in the Airport Police Series are covered by Charter Section 8.590. Charter Section 8.590 does not provide civil service exemptions from collective bargaining. Consequently, many matters including those merit system subjects traditionally under the jurisdiction of the Civil Service Commission are negotiable and subject to collective bargaining. However, certain Civil Service Commission Rules or portions of these may be applicable. In addition, both the Police and Fire Departments are subject to the terms of Consent Decrees which may preempt both Charter and Rules provisions. There are no "carve-outs," some Civil Service Commission Rules may apply.

Civil Service Commission "Carve-Outs" (excerpt from Charter Section 8.409-3)

Except insofar as they affect compensation, those matters within the jurisdiction of the Civil Service Commission which establish, implement and regulate the Civil Service Merit System shall not be subject to bargaining under this part:

- ♦ the authority, purpose, definitions, administration, and organization of the merit system and the Civil Service Commission;
- ♦ policies, procedures and funding of the operations of the Civil Service Commission and its staff;
- ♦ the establishment and maintenance of a classification plan including the classification and reclassification of positions and the allocation and reallocation of positions to the various classes;
- ♦ status rights;
- ♦ the establishment of standards, procedures and qualifications of employment, recruitment, application, examination, selection, certification and appointment;
- ♦ the establishment, administration and duration of eligible lists;
- ♦ probationary status and the administration of probationary periods, except duration;
- ♦ pre-employment and fitness for duty medical examinations except for the conditions under which referrals for fitness for duty examinations will be made; and the imposition of new requirements;
- ♦ the designation of positions as exempt, temporary, limited tenure [provisional], part-time, seasonal or permanent;
- ♦ resignation with satisfactory service and reappointment;
- ♦ exempt entry level appointment of the handicapped;
- ♦ approval of payrolls; and
- ♦ conflict of interest

Amendment Control Sheet

1996 Edition - CSC Rules

[illegible]

Rule 2

Definitions

Applicability: Unless otherwise noted, the provisions of Rule 2 apply to employees in all classes.

<u>Sec. 2.1</u>	<u>Appointment</u>
<u>Sec. 2.2</u>	<u>Appointing Officer</u>
<u>Sec. 2.3</u>	<u>Appointment Date</u>
<u>Sec. 2.4</u>	<u>Bulletin Board</u>
<u>Sec. 2.5</u>	<u>Certification Date</u>
<u>Sec. 2.6</u>	<u>Charter</u>
<u>Sec. 2.7</u>	<u>City</u>
<u>Sec. 2.8</u>	<u>Civil Service Department</u>
<u>Sec. 2.9</u>	<u>Class</u>
<u>Sec. 2.10</u>	<u>Classification Plan</u>
<u>Sec. 2.11</u>	<u>Classified Service</u>
<u>Sec. 2.12</u>	<u>Commission</u>
<u>Sec. 2.13</u>	<u>Commissioner</u>
<u>Sec. 2.14</u>	<u>Department</u>
<u>Sec. 2.15</u>	<u>Department of Human Resources</u>
<u>Sec. 2.16</u>	<u>Eligible</u>
<u>Sec. 2.18</u>	<u>Executive Session</u>
<u>Sec. 2.19</u>	<u>Human Resources Director</u>
<u>Sec. 2.20</u>	<u>Layoff</u>
<u>Sec. 2.21</u>	<u>Near List</u>
<u>Sec. 2.22</u>	<u>Part-Time Employment</u>
<u>Sec. 2.23</u>	<u>Position</u>
<u>Sec. 2.24</u>	<u>Post</u>
<u>Sec. 2.25</u>	<u>School Districts</u>
<u>Sec. 2.26</u>	<u>Seniority</u>
<u>Sec. 2.27</u>	<u>Service</u>
<u>Sec. 2.28</u>	<u>Start Work Date</u>
<u>Sec. 2.29</u>	<u>Time Periods</u>
<u>Sec. 2.30</u>	<u>Validation Date</u>

Rule 2

Definitions

Applicability: Unless otherwise noted, the provisions of Rule apply to employees in all classes.

Unless otherwise required by the context, the words listed below and as used in these Rules have the following meanings:

Sec. 2.1 Appointment

2.1.1 Permanent Civil Service

An appointment made as a result of a certification from an eligible list to a permanent position or to a position declared permanent.

2.1.2 Probationary

Status of employees during a trial period following permanent appointment.

2.1.3 Temporary Civil Service

An appointment made to a temporary position as a result of certification from an eligible list

2.1.4 Provisional

An appointment to a permanent or temporary position in the absence of an available eligible or in an emergency which in either case, is time limited as provided elsewhere in these Rules.

2.1.5 Provisional

Sec. 2.1.5 applies only to employees in classes represented by the Transport Workers Union - Locals 200 and 250A; and the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

1) Non-Civil Service

An appointment to a permanent or temporary position in the absence of an available eligible or in an emergency which, in either case, is time limited to a maximum duration as provided elsewhere in these Rules.

Applicability: Unless otherwise noted, the provisions of Rule 2 apply to employees in all classes.

Sec. 2.1 **Appointment (cont.)**

2.1.5 **Provisional (cont.)**

Sec. 2.1.5 applies only to employees in classes represented by the Transport Workers Union - Locals 200 and 250A; and the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

2) Limited Tenure

An appointment to a permanent or temporary position in the absence of an available eligible. Use of limited tenure appointment is restricted as provided in these Rules.

2.1.6 **Exempt**

An appointment to a permanent or temporary position exempt from being filled from an eligible list in accordance with the provisions of Section 8.300 of the Charter.

Sec. 2.2 **Appointing Officer**

The head of an organizational unit having appointive authority within the organizational unit and the powers of a department head as defined in Section 3.501 of the Charter.

Sec. 2.3 **Appointment Date**

The date on which an appointing officer notifies the Department of Human Resources of his or her selection from a list of eligibles certified by the Department of Human Resources.

Sec. 2.4 **Bulletin Board**

The official bulletin boards, so designated, at the Civil Service Department and Department of Human Resources, used for posting of examinations and public announcements of the Commission and Department of Human Resources.

Sec. 2.5 **Certification Date**

The date on which the Department of Human Resources notifies an appointing officer of the name of eligible from which appointment may be made to fill position.

Applicability: Unless otherwise noted, the provisions of Rule 2 apply to employees in all classes.

Sec. 2.23 **Position (cont.)**

2.23.1 Permanent

A collection of duties, regardless of the source and nature of the funds, performed by one individual, which represent the ongoing work of the City and County. Such position(s) may be either:

- 1) enumerated in the Annual Salary Ordinance or Salary Resolutions of the School Districts for which funds have been provided on a continuing basis; or
- 2) a position declared to be permanent by action of the Human Resources Director.

2.23.2 Temporary

A position in which the duties and responsibilities exist for a maximum duration of 1040 hours except in the case of a special project, defined elsewhere in these Rules, for up to a maximum duration of 2080 hours.

2.23.3 Part-Time

Positions less than the established full-time normal schedule of hours per day or days per week.

2.23.4 Exempt

Temporary or permanent positions exempted from being filled from eligible lists in accordance with the provisions of Section 8.300 of the Charter.

2.23.5 School-Term Only

Positions in the School Districts established for school term periods only.

2.23.6 As-Needed

A temporary or provisional appointment on either a full-time or part-time work schedule against a temporary requisition designated as as-needed to cover peak workloads, emergency extra workloads, necessary relief, and other situations involving a fluctuating staff.

Sec. 2.24 **Post**

To place on the official Bulletin Board.

Applicability: Unless otherwise noted, the provisions of Rule 2 apply to employees in all classes.

Sec. 2.25 **School Districts**

San Francisco Unified School District and San Francisco Community College District.

Sec. 2.26 **Seniority**

2.26.1 Civil Service - Permanent

Seniority shall be determined by the date of certification which resulted in a permanent appointment to a position in a class in a department. In the event of identical dates, seniority shall be determined by rank on the eligible list, the higher eligible being the senior.

2.26.2 Civil Service - Temporary (from eligible list)

Seniority shall be determined by the date of certification which resulted in a temporary appointment to a temporary position in a class in a department. In the event of identical dates, seniority shall be determined by rank on the eligible list, the higher eligible being the senior.

2.26.3 Civil Service - Limited Tenure

Sec. 2.26.3 applies only to employees in classes represented by the Transport Workers Union - Locals 200 and 250A; and the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Seniority shall be determined by the date an appointee starts to work in a position in a class in a department on a limited tenure basis. Seniority in the event of ties shall be determined by the appointing officer. Employees who resign or are terminated and subsequently are reappointed shall have their seniority determined by their new dates of certification following separation.

2.26.4 Departmental

Seniority for shift and work assignments, vacation or holiday schedule is determined by the appointing officer and is not within the authority of the Civil Service Commission or the Department of Human Resources.

Sec. 2.27 **Service**

The City and County of San Francisco government service, including the classified positions in the School Districts.

Rule 6

Transport Workers Union - San Francisco Municipal Railway Trust Fund

Applicability: The provisions of Rule 6 apply only to the Transit Operators of the Municipal Railway.

Sec. 6.1 Charter Provision

- 6.1.1** Section 8.404 of the Charter provides for the establishment of a fund to receive and to administer that money which represents the dollar value difference between vacation, retirement and health service benefits provided by Charter for platform employees, coach or bus operators of the Municipal Railway (hereinafter referred to as "operators") when such benefits are less than those provided in the two other street railway and bus systems and are used for the determination of wage schedules for operators of the Municipal Railway.
- 6.1.2** The Commission is mandated to adopt Rules, subject to approval by the Board of Supervisors by ordinance, for the establishment and general administration of the fund. Such Rules must provide for a joint administration of the fund by representatives of the city government, including representatives of the Public Transportation Commission and representatives of the organized operators.
- 6.1.3** The Charter further states that such Rules may provide a procedure for final and binding arbitration of the disputes which may arise between representatives of the City government and the representatives of the organized operators.
- 6.1.4** The Charter further requires that the Rules provide that all investments of the fund shall be of the character legal for insurance companies in California.

Sec. 6.2 Determination of Dollar Value of Differences in Benefits

The dollar-value difference between vacation, retirement and health service benefits provided by Charter for operators of the Municipal Railway, when such benefits are less than those provided in the two other street railway and bus systems used for the establishment of wage schedules for operators of the Municipal Railway, shall be determined by the Commission after consultation with Local 250A, Transport Workers Union of America, (or the employee organization having exclusive group representational rights before the Public Transportation Commission), and shall be included in the Ordinance adopted pursuant to the provisions of Section 8.404 of the Charter. The procedure for payment of moneys due to the Fund in accordance with Charter authority and the provisions of this Rule shall be established by the Controller.

Applicability: The provisions of Rule 6 apply only to the Transit Operators of the Municipal Railway.

Sec. 6.3 Establishment of Trust Fund

In accordance with the authority of Charter Section 8.404, there is hereby established a Transport Workers Union-San Francisco Municipal Railway Trust Fund (hereinafter, for the purpose of this Rule, to be referred to as the "Trust Fund") to be administered as hereinafter set forth.

Sec. 6.4 Board of Trustees

6.4.1 The Trust Fund shall be administered by a Board of Trustees (hereinafter referred to as "The Board") of six members to be selected as follows:

- 1) two trustees to be appointed by the Public Transportation Commission who shall serve at the pleasure of the Public Transportation Commission;
- 2) one trustee to be appointed by the Civil Service Commission who shall serve at the pleasure of the Civil Service Commission;
- 3) three trustees to be appointed by Local 250A, Transport Workers Union of America, (or the employee organization having exclusive group representational rights before the Public Transportation Commission), who shall serve at the pleasure of the Union; and
- 4) the appointing authority may also appoint and at its pleasure remove one alternate for each trustee to serve when trustees are not available to attend meetings of the Board. An alternate when serving in the place of a trustee shall have full power to act as a trustee.

6.4.2 Members of the Board and their alternates shall serve until such time as they separate themselves or are removed from their appointment. If a trustee position is vacated, the trustee's alternate shall serve until a successor is designated by the appropriate designating authority.

6.4.3 The Board shall elect one member as president and one member as vice president and shall establish their terms of office, provided however, that a member appointed by management (Public Transportation Commission or Civil Service Commission) and a member appointed by the employees (Transport Workers Union) shall alternate terms in each such office and that a member appointed by management shall serve as vice president during the term in which a member appointed by the employees holds office as president, and vice versa.

6.4.4 Actions of the Board shall be by majority vote of all of the trustees.

Rule 9

Position Classification and Related Rules

Applicability: Unless otherwise noted, the provisions of Rule 9 apply to employees in all classes.

Article I: Classification

- Sec. 9.1 Classification of Positions
- Sec. 9.2 Class Series and Service
- Sec. 9.3 Class Specification
- Sec. 9.4 Official Copy
- Sec. 9.5 Administration of the Classification Plan
- Sec. 9.6 Amendment to Classification Plan
- Sec. 9.7 Reviews and Appeals
- Sec. 9.8 Effect of Classification Changes on Incumbent

Article II: Temporary Out-of-Class Assignments

- Sec. 9.9 Temporary Out-of-Class Assignments - Policy and Definition
- Sec. 9.10 Implementation of Pay Provisions when Authorized

Article III: Status Rights

- Sec. 9.11 General Principles
- Sec. 9.12 Status Rights Determined by Commission
- Sec. 9.13 Renumbering or Retitling of Established Classes
- Sec. 9.14 Status Rights Under Different Situations
- Sec. 9.15 Status in Two-Level Higher Promotional Situation
- Sec. 9.16 When Counterparts in Former Classification Plan
- Sec. 9.17 Waiver of Status Assignment
- Sec. 9.18 Reassignment from Position Held by Status Assignment
- Sec. 9.19 Termination of Probationary Appointment of Transferee by Status
- Sec. 9.20 When Appointee Not Available for Status Assignment
- Sec. 9.21 Disability Transfers and Status Rights
- Sec. 9.22 Salary Step Placement Resulting from Status Grant

Applicability: Unless otherwise noted, the provisions of Rule 9 apply to employees in all classes.

Sec. 9.14 Status Rights Under Different Situation (cont.)

9.14.2. (cont.)

5) in administering the above, if the difference between the salary ranges of the former class and the new class is more than five percent, a significant difference in kind and level of difficulty of the work shall be deemed to exist. The five percent salary factor shall be measured from the first class from which status was granted, and the employee to whom status has been granted shall have no further status rights under the provisions of this Section.

Sec. 9.15 Status in Two-Level Higher Promotional Situation

When an employee has been found to be performing the duties of a position allocated to a class two levels higher than the employee's former class, and status has been granted to occupants of positions of the former class in a class one level higher, such positions shall be reallocated to the class one level higher and the employee shall be granted status in the position so reallocated as of the effective date of the amendment to the Annual Salary Ordinance establishing such position; provided however, that such positions will be flagged for reallocation to the higher level and incumbents in such positions will be required to attain eligibility on civil service lists for the higher class within a period of four years. If an employee in such instances is not reached for appointment to the higher class in the aforementioned period of time, the employee shall be reassigned to another position in the class to which the employee has attained status when this can be done without adversely affecting the rights of the person so reassigned as defined in this Rule.

Sec. 9.16 When Counterparts in Former Classification Plan

When a position is to be reallocated from one class to another class, and there were counterparts of both of these classes in the former classification plan, status shall not be granted.

Applicability: Unless otherwise noted, the provisions of Rule 9 apply to employees in all classes.

Sec. 9.17 Waiver of Status Assignment

An employee may waive the right to advancement or assignment under the Status Rule, and may thereafter upon written request, be granted a withdrawal of such waiver with the approval of the Human Resources Director. Until such waiver is withdrawn, the employee's right to advancement or assignment shall be deemed to be in abeyance. Failure to accept an advancement or assignment to a vacancy under a status action following such withdrawal of waiver shall terminate all rights to a position in such class under such status action. In cases of temporary, seasonal, or recurring status advancements, employees with status rights to so advance shall be given unlimited rights to temporary waiver.

Sec. 9.18 Reassignment from Position Held by Status Assignment

When a permanent employee in a former civil service class has exercised the right to status in one of the new classes resulting from the former class, the employee may thereafter voluntarily accept reassignment from the position to which assigned and be returned to a vacant position in the former class; or if no such vacant position exists, the employee may be reassigned to a vacancy in another new class to which the employee has status rights, provided that,

- 1) if this action results in receiving a lesser salary than the employee would receive if the employee had remained in the former class, the Human Resources Director shall reallocate the position to the former class in the next succeeding regular Salary Ordinance amendment, and
- 2) the restoration of the position shall be effected by the Human Resources Director not later than six months after such voluntary assignment. Said voluntary reassignment shall terminate status rights with respect to positions in the class from which voluntarily reassigned.

Sec. 9.19 Termination of Probationary Appointment of Transferee by Status

When a permanent employee in a former civil service class has exercised the right to status in one of the new classes resulting from the former class by transfer, and the probationary appointment is terminated by the appointing officer, the employee's reassignment shall be governed by the provisions of this section in the same manner as if the employee had voluntarily requested same.

Rule 10

Examination Announcements and Applicants

Article I: Equal Employment Opportunity Policy

Applicability: The provisions of Article I, Rule 10, apply to employees in all classes except those represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Article II: Examination Announcements

Applicability: The provisions of Article II, Rule 10, apply to employees in all classes except those represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Article III: Applicants

Applicability: The provisions of Article III, Rule 10, apply to employees in all classes except those represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Article IV: Applications and Notice of Examinations

Applicability: The provisions of Article IV, Rule 10, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Article V: Qualifications of Applicants

Applicability: The provisions of Article V, Rule 10, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Rule 10

Examination Announcements and Applicants

Article V: Qualifications of Applicants

Incorporating Charter Section 8.320 into the Civil Service Commission Rules
Pursuant to Charter Section 8.320-1 Incorporating Former Charter Provisions
(Proposition C - November 5, 1991 Election)

Applicability: The provisions of Article V, Rule 10, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 10.24 Application for Examination

Any person having the qualifications prescribed by Section 8.100 of [the] Charter may submit himself or herself for any examination under conditions established by the Civil Service Commission.

Sec. 10.25 Applicants for Entrance Positions - Uniformed Force of Fire Department

Applicants for entrance positions in the uniformed force of the Fire Department shall not be less than 19 years of age at the time of taking the examination, nor less than 20 years of age at the time of appointment.

Sec. 10.26 Application for Entrance Positions - Uniformed Force of Police Department

Applicants for entrance positions in the uniformed force of the Police Department shall not be less than 20 years of age at the time of taking the examination, nor less than 21 years of age at the time of appointment.

Sec. 10.27 Recruitment of Candidates

The Department of Human Resources shall advertise and may take further appropriate means to interest suitable applicants.

Applicability: The provisions of Article V, Rule 10, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 10.28 Notice of Promotional Examinations

When examinations for promotion are to be held, the Department of Human Resources shall give notice thereof to all persons in positions entitling them under the Civil Service Commission Rules, to participate in such examination, by posting information thereof on the bulletin board of the Department of Human Resources for a period of ten days and notifying the office, agency, or department concerned.

Sec. 10.29 Promotional Applicants in the Uniformed Ranks of the Police and Fire Departments

Promotional applicants in the uniformed ranks of the Police and Fire Departments are governed by the provisions of Charter Section 8.327.

Rule 11

Examinations

Article I: Examination Provisions

Applicability: The provisions of Article I, Rule 11, apply to employees in all classes except those represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.1 Civil Service Commission Equal Employment Opportunity and Affirmative Action Policy Related to the Conduct of Examinations

11.1.1 It is the policy of the Civil Service Commission that job-related criteria, without regard to relationship, race, religion, sex, national origin, ethnicity, age, disability, gender identity, political affiliation, sexual orientation, ancestry, marital status, color, medical condition, union affiliation, or other non-merit factors or otherwise prohibited nepotism or favoritism, be utilized in establishing minimum qualification requirements and developing examination procedures.

11.1.2 The Human Resources Director shall make every effort to ensure the representation of women and minorities on examination boards, panels and screening committees.

Sec. 11.2 Human Resources Director Empowered to Act

The Human Resources Director shall rule on all matters concerning the examination program in accordance with these Rules.

Sec. 11.3 Requirement to Conduct Examinations

11.3.1 Except for reasons beyond the Human Resources Director's control, the Human Resources Director shall immediately commence to conduct an examination whenever a provisional or near-list appointment is made to a permanent position.

11.3.2 Except for reasons beyond the Human Resources Director's control, the Human Resources Director will make every attempt, on a priority basis, to commence work required to conduct examinations at least 60 days prior to expiration of an eligible list where there is a demonstrated need for continuing appointments to such class.

11.3.3 Where possible, the Human Resources Director, or designee and bargaining representative shall meet in advance to determine which classes require eligible lists on a continuing basis.

Applicability: The provisions of Article I, Rule 11, apply to employees in all classes except those represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.4 Requirement for Competitive Examinations

All applicants for positions in the classified service shall submit to examinations which shall be competitive provided, however, that no examination shall be deemed to be competitive unless three or more persons participate. However, any such examination may be held for less than three qualified applicants with the approval of the Civil Service Commission after a finding that reasonable publicity of the proposed examination has been given.

Sec. 11.5 Examinations Without Charge

Examinations shall be without charge to the applicants.

Sec. 11.6 Apprenticeship Positions

Appropriate rosters of eligibles established by a trade, craft, or occupation joint apprenticeship committee recognized by the State of California Department of Industrial Relations, Division of Apprenticeship Standards, may be utilized to fill apprenticeship positions or as the basis for establishing apprenticeship eligibility lists.

Sec. 11.7 Adequacy of Examinations

Subject to the approval of the Commission, the Human Resources Director, subject to appeal to the Civil Service Commission, shall judge the adequacy of the examination to rate the capacity of the applicants to perform service for the City and County.

Sec. 11.8 Establishing Cutoff Scores and Number on Eligible Lists

For each selection procedure, the Human Resources Director shall establish a cutoff or passing score and shall determine the number of persons who shall constitute the eligible list based on the needs of the Service, equal employment opportunity principles, and affirmative action goals. Once established, the cutoff score shall not be changed.

Applicability: The provisions of Article I, Rule 11, apply to employees in all classes except those represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.14 Oral Interview and Other Selection Tests - Definition and Appeals

This Rule section shall govern examination procedures such as oral interviews, performance tests, work sample tests, essay questions, and assessment center exercises.

11.14.1 Procedures and Practices

- 1) The orientation of the raters may include a presentation by the department head or departmental representative which includes a description of the class for which the examination is being held, the setting of the class in the department, the critical elements of personal characteristics needed by employees in the class, and related information. The department head or representative shall not discuss any candidate with any rater at this time or any other time prior to the completion of the examination.
- 2) No fraternal rings, organization pins, or insignia of any kind shall be displayed by any rater.
- 3) No rater shall rate a candidate who is related to that person or rate a candidate if any strong personal association exists between that candidate and the rater so that it would be difficult to make an impartial rating. If possible, the excused rater shall be replaced by an alternate with similar qualifications.
- 4) Raters may only consider relevant documents from candidates that are required by the scheduling notice.
- 5) Uniform standards shall be applied to every candidate in each examination. The minimum passing rating must be related to a class, not to a single position within a multiple-position class, unless specified by the examination announcement.
- 6) Except as otherwise permitted by law, applicants shall not be questioned regarding their race, religion, sex, national origin, ethnicity, age, disability, gender identity, political affiliation, sexual orientation, ancestry, marital status, color, medical condition, union affiliation or other non-merit factors or otherwise prohibited nepotism or favoritism; nor shall such factors be utilized in establishing minimum qualification requirements and developing examination procedures.

Applicability: The provisions of Article I, Rule 11, apply to employees in all classes except those represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.14 Oral Interview and Other Selection Tests - Definition and Appeals (cont.)

11.14.1 Procedures and Practices (cont.)

7) Recordings of an examination shall be retained until the eligible list is adopted. A defective recording shall not invalidate the examination unless the Human Resources Director finds the omitted or unintelligible material critically relevant to the examination, in which event the Human Resources Director may order a new examination.

8) In the event of an appeal that could invalidate the examination, all other candidates whose standing in the examination may be affected shall be notified of the appeal prior to final action being taken.

9) Any violation of the following procedures and practices by candidates may be cause for disqualification:

- no fraternal rings, organization pins or insignia of any kind shall be displayed by any candidate;
- no candidate shall discuss her or his candidacy or any relationship thereto with any rater prior to the completion of all parts of the examination and the final adoption of the eligible list; and
- unless expressly directed by the notice to candidates to report for examination, no letters of reference or recommendation, performance evaluations, work samples, work products, awards, certificates, or other materials shall be presented to the raters.

11.14.2 Appeals

1) An appeal based on personal bias or competence of a rater shall be made by a candidate to the representative of the Department of Human Resources immediately prior to participation in this phase of the examination. The candidate shall then proceed with the examination. If such appeal is sustained, the rating by the challenged person shall not be computed in the final rating of the candidate and the rating of the candidate shall be that of the unchallenged raters. If more than one-half of the raters are successfully challenged, a new rating board shall be constituted, unless more than one rating board has been convened for the examination, in which case the candidate shall be examined by an alternate rating board of equal number.

Applicability: The provisions of Article II, Rule 11, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.23 Promotional Applicants in the Uniformed Ranks of the Police and Fire Departments

Promotional applicants in the uniformed ranks of the Police and Fire Departments are governed by the provisions of Charter Section 8.327.

Sec. 11.24 Means of Identification

11.24.1 The Human Resources Director shall determine the method of candidate identification to be used in written and performance examinations.

11.24.2 When the sealed identification method is used, candidates are prohibited from making identifying marks on their examination papers. The examination papers of a candidate who makes identifying marks may be canceled. Sealed identification sheets of successful candidates may not be opened until all ratings and the passing mark are final.

11.24.3 Where a number of candidates have competed in two or more examinations in a series and at least one candidate has passed one and failed one of the examinations, the identification sheets of the candidates who have failed one examination may be opened prior to the qualifications appraisal interview but only for the purpose of determining which candidates should participate in the qualifications appraisal interview. Under no circumstance may the score on the examination passed be divulged by the Department of Human Resources prior to the posting of the tentative eligible list.

Sec. 11.25 Unauthorized Material

Any applicant cheating or attempting to cheat in any phase of the examination process shall be eliminated from the examination and thereafter may be ineligible for future employment. Cheating shall include the use or attempted use of material not authorized by the notice to report for examination.

Sec. 11.26 Copying of Examination Questions

The copying of examination questions or the making of notes or outlines regarding an examination is prohibited.

Applicability: The provisions of Article II, Rule 11, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.27 Rating Keys

- 11.27.1** The examination booklet in examinations not exempted from inspection privileges shall provide the time period wherein participants in an examination may review the rating key to be used for scoring. Participants in an examination shall be allowed only one review of the rating key unless otherwise ordered by the Human Resources Director. No changes in the rating key shall be made after the identification sheets of any participants have been opened.
- 11.27.2** Inspection of the rating key is for the purpose of correcting errors in the key or determining if any of the questions asked are ambiguous or incorrectly phrased. Protests concerning the rating key must be filled out in the inspection room on forms supplied by the Department of Human Resources. Petitions must include substantiating data or authoritative references. If any protests have been filed, an additional period for review of protests and submission of counter-protests will be provided.

Sec. 11.28 Rating Keys - Continuous Examination

- 11.28.1** Inspection privileges shall not apply to questions and answers on any continuous or standardized entrance or concurrent entrance and promotive written examination. This includes examinations under the continuous testing program.
- 11.28.2** The Human Resources Director may order obsolete or erroneous questions deleted from any examination exempted by this Rule from inspection privileges.

Sec. 11.29 Inspection of Rating Keys by Review Committee

- 11.29.1** Notwithstanding any other provision of these Rules, the examination announcement may provide for review of questions and answers thereto by a review committee in those examinations wherein large numbers of protests on key answers might be anticipated on the basis of past experience, or where there is an immediate need for appointees in the class involved. Such review committee shall be composed of three or more persons expert in the field of subject matter covered by the examination.

Applicability: The provisions of Article II, Rule 11, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.29 Inspection of Rating Keys by Review Committee (cont.)

11.29.1 (cont.)

For examinations in the uniformed ranks of the Police and Fire Departments or other uniformed forces, the members of the Committee shall be appointed by the Human Resources Director from among a panel of five officers submitted by the appointing officer of the concerned department and shall hold rank not less than that of the class for which the examination is being held.

- 11.29.2** The review of the rating key shall begin simultaneously with the holding of the examination and shall be completed in one session. The recommendations of the review committee with respect to questions or answers which they believe to be ambiguous, incorrect, or improper shall be submitted to the Human Resources Director for approval. Such rating key when approved by the Human Resources Director shall be made available for review by participants in the examination for a period of two days. The time allowed for such review may be extended if, in the judgment of the Human Resources Director, the number of applicants warrants. The participants may appeal to the Commission concerning only those questions or answers wherein documented claim of significant error is made. If any appeals have been filed, an additional period for submission of counter-arguments will be provided. If no appeals are submitted, the approved rating key shall be the official rating key to be used for scoring the examination.

Sec. 11.30 Examination Passing Mark

- 11.30.1** For each examination, the Human Resources Director shall establish a passing mark or shall determine the total number of persons to be included on the list of eligibles based on the needs of the service.
- 11.30.2** No changes in the passing mark shall be made after the identification sheets have been opened.

Sec. 11.31 Inspection of Papers by Unsuccessful Candidates

Where there are remaining parts of an examination, and where the examination is not exempted from inspection under these Rules, unsuccessful candidates may inspect their papers during a two day period specified by the notice informing them of their scores. Such inspection shall be for the sole purpose of determining that the scoring has been accurate.

Applicability: The provisions of Article II, Rule 11, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.32 **Veterans Preference in Examinations**

11.32.1 Veterans' preference in examinations completed on or after July 7, 1976, shall be administered in accordance with Section 8.324 of the Charter.

11.32.2 The following definitions apply to the administration of this section:

1) Completion date of an examination: The date the eligible list is adopted or on which all competitive parts of the examination have been administered and the passing mark set.

2) Time for filing claim: Applicants must claim preference on the original application form or pre-application form, whichever is filed first. All such claims or withdrawals of claims must be made prior to participation in the first part of the test to be administered.

3) First entitlement to claim preference: The date upon which the applicant was first separated from active duty service, including separations for re-enlistment purposes, and such service would have qualified the applicant to claim preference under the then-current requirements.

Sec. 11.33 **Qualifications Appraisal Interview - Procedures and Appeals**

11.33.1 **Procedures and Practices**

1) The orientation of the qualifications appraisal board may include a presentation by the department head or departmental representative which includes a description of the class for which the examination is being held, the setting of the class in the department, the critical elements of personal characteristics needed by employees in this class, and related information. The department head or representative shall not discuss any candidate with any member or members of the qualifications appraisal board at this time or any other time prior to the completion of the examination.

2) No fraternal rings, organization pins, or insignia of any kind shall be displayed by the board members in any qualifications appraisal interview nor shall such rings, pins, or insignia be worn by any candidate who appears before such a board.

3) No board member shall rate a candidate who is related to that person or rate a candidate if any strong personal association exists between that candidate and the board member so that it would be difficult to make an impartial rating.

Applicability: The provisions of Article II, Rule 11, apply to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.36 Examination of Applicants

Incorporating Charter Section 8.321 into the Civil Service Commission Rules
Pursuant to Charter Section 8.320-1 Incorporating Former Charter Provision
(Proposition C - November 5, 1991 Election)

11.36.1 Requirement for Competitive Examinations

All applicants for places in the classified service shall submit to examinations which shall be competitive provided, however, that no examination shall be deemed to be competitive unless two or more persons shall participate, except that any such examination may be held for one qualified applicant on recommendation of the Civil Service Commission and approval by resolution of the Board of Supervisors, after a finding by the board that reasonable publicity of the proposed examination has been given.

11.36.2 Examination without Charge

Such examinations shall be without charge to the applicants.

11.36.3 Examination Control and Employment of Examiners

The Human Resources Director shall control all examinations and may employ suitable persons in or out of the public service to act as examiners.

11.36.4 Type of Examinations

The examinations used shall measure the relative capacities of the persons examined to perform the functions, duties, and responsibilities of the class to which they seek appointment. Examinations shall consist of selection techniques which will test fairly the relative qualifications, merit and fitness of the applicants for the position to be filled. Examinations may include written tests to determine job-related aptitude, knowledge, or achievements; and oral tests by qualifications appraisal boards.

Applicability: The provisions of Article II, Rule 11, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.36 Examination of Applicants (cont.)

11.36.5 Rules Governing Qualification Appraisal Boards

The Human Resources Director shall establish rules governing the size and composition of qualification appraisal board. Qualification appraisal boards may consider, in the case of employees of the City and County of San Francisco, all prior performance evaluations completed on Department of Human Resources forms and, in the case of all applicants, may consider prior work experience, assessment center evaluations, and work samples as part of their evaluation of candidates for employment to any position.

11.36.6 Apprenticeship Positions

Appropriate rosters of eligibles established by a trade, craft or occupation joint apprenticeship committee recognized by the State of California Department of Industrial Relations, Division of Apprenticeship Standards, may be utilized to fill apprenticeship positions or as the basis for establishing apprenticeship eligibility lists.

11.36.7 Adequacy of Examinations

Subject to the approval of the Commission, the Human Resources Director shall judge the adequacy of the tests to rate the capacity of the applicants to perform service for the City and County.

11.36.8 Establishment of Passing Mark and Number of List

The Human Resources Director may, for each examination, establish a passing mark or may determine the total number of persons who shall constitute the list of eligibles.

11.36.9 Preparation and Order of Eligible List

The Human Resources Director shall prepare the eligible list from the returns of the examiners, arranged in order of relative performance.

11.36.10 Prohibition of Political, Religious or Fraternal Questions

No question submitted to applicants shall refer to political or religious opinions or fraternal affiliations.

Applicability: The provisions of Article II, Rule 11, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.37 Protest of Written Questions and Answers

Incorporating Charter Section 8.322 into the Civil Service Commission Rules

Pursuant to Charter Section 8.320-1 Incorporating Former Charter Provision

(Proposition C - November 5, 1991 Election)

11.37.1 Review Period by Participants in Written Examinations

After the written portion of a civil service examination has been held, the questions used and the answers thereto shall be available for review by the participants.

11.37.2 Exclusion from Review of Continuous or Standardized Tests

This review period shall not apply to questions and answers on any continuous or standardized entrance or concurrent entrance and promotive written tests.

11.37.3 Opportunity to Protest Questions and Answers

During the review period, participants shall have an opportunity to protest questions or answers they believe to be incorrect or improper.

11.37.4 Changes in Rating Key

After all protested items have been acted on and after the official rating key has been adopted and the identification sheets have been opened, further changes in the rating key shall not be made.

Rule 11 Examinations

Article III: Veterans Preference in Examinations

Incorporating Charter Section 8.324 into the Civil Service Commission Rules
Pursuant to Charter Section 8.320-1 Incorporating Former Charter Provision
(Proposition C - November 5, 1991 Election)

Applicability: Unless otherwise noted, the provisions of Article III, Rule 11, apply to employees in all classes.

Sec. 11.38 Requirements for Entitlement to Veterans Preference

Veterans with 30 days or more actual service, and widows or widowers of such veterans, who become eligible for appointment by attaining the passing mark in any entrance examination, shall be allowed an additional credit of five percent in making up the list of eligibles established by such examination

Sec. 11.39 Definition of Veterans

The term "veteran" as used in this Rule shall be taken to mean any person who has been mustered into, or served in, or enlisted in the United States Army, the United States Navy, the United States Marine Corps, the United States Army Air Corps, the United States Air Force, or the United States Coast Guard, and served on active duty in said branch of the armed forces of the United States, not including reserve service, at any time for a period of 30 days or more in time of war and been separated from active duty and under conditions other than dishonorable and not resulting from courts martial, except no individual entering the armed forces on or after January 27, 1973, the date of the creation of the volunteer army, shall receive veterans preference in a civil service entrance examination for service of any type in the armed forces of the United States.

Sec. 11.40 Entitlement at Time of Separation from Active Duty

In addition, an individual qualifying for veterans preference as herein defined shall be deemed entitled thereto on his or her date of separation from active duty in the armed forces.

Sec. 11.41 Restriction on Entitlement

No person so qualified shall be granted veterans preference unless he or she indicates qualification therefor on an examination application received by the Department of Human Resources not later than ten years from the date of his or her first entitlement thereto.

Applicability: Unless otherwise noted, the provisions of Article III, Rule 11, apply to employees in all classes.

Sec. 11.42 **Entitlement Exhausted Upon Acquiring Permanent Appointment**

When an eligible has secured a permanent appointment from a list of eligibles derived from an entrance examination, in which he or she has been allowed additional credits of five percent as herein provided, and has served the full probationary period therein as provided in these Rules, such other additional credits of five percent that have been allowed him or her on the list of eligibles derived from other entrance examinations shall be automatically canceled, and his or her rank on such other list or lists revised to accord with his or her relative standing before such additional credits were added and he or she shall not be allowed such additional credits in any other examinations.

Sec. 11.43 **Additional Entitlement for Veterans with Permanent Disability**

The Human Resources Director may, for services or employment specified by the Commission, allow general or individual preference, but not more than ten percent, for entrance appointment of veterans who have suffered permanent disability in the line of duty, provided that such disability would not prevent the proper performance of the duties required under such service, or employment, and provided that such disability is of record in the United States Veterans' Administration.

Sec. 11.44 **Definition of Time of War**

In the administration hereafter of the provisions of this Rule, the expression "time of war" shall include the following periods of time:

- 1) the period of time from the commencement of a war as shown by any declaration of war, of the Congress of the United States, or by any statute or resolution of Congress, a purpose of which is to declare in any manner the existence of a state of war, until the time of termination thereof by any truce, treaty of peace, cessation of hostilities, or otherwise;
- 2) the period of time during which the United States is or has been engaged in active military operations against any foreign power, whether or not war has been formally declared;
- 3) the period of time during which the United States is or has been assisting the United Nations or any nation or nations in accordance with existing treaty obligations, in active military operations against any foreign powers, whether or not war has been formally declared; and
- 4) the period of time during which the United States is engaged in a campaign or expedition in which a medal has been authorized by the government of the United States; provided, however, that no person shall be eligible for the benefits provided for veterans in this Rule unless the person is eligible to receive such a medal.

Rule 12

Eligible Lists

Article IV: Duration of Eligible Lists

Incorporating Charter Section 8.330 into the Civil Service Commission Rules
Pursuant to Charter Section 8.320-1 Incorporating Former Charter Provisions
(Proposition C - November 5, 1991 Election)

Applicability: The provisions of Article IV, Rule 12, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 12.28 **Tenure of Eligible Lists**

The Human Resources Director may remove all names from the eligible lists after they have remained thereon for more than two years and all names thereon shall be removed at the expiration of four years.

Sec. 12.29 **Provision for Automatic Expiration of Eligible Lists**

The Human Resources Director may provide in the examination announcement that the eligible lists secured thereby shall automatically expire at a date not less than two or more than four years after the adoption of such list.

Rule 12 Eligible Lists

Article V: Holdover Rosters and Return to Duty

Applicability: Unless otherwise noted, the provisions of Article V, Rule 12, apply to employees in all classes.

Sec. 12.30 **Holdover Status and Return to Duty**

12.30.1 **Holdover Roster - General Requirements**

- 1) Subject to the provisions of this Rule, permanent or probationary civil service appointees who are laid off or placed on an involuntary leave of absence shall be designated as holdovers.
- 2) The names of holdovers shall be ranked on a holdover roster for the class or classes from which layoff occurs and in the order of total seniority in the class in the City and County service. Seniority prior to resignation or termination shall not be used in determining holdover rights in a class.
- 3) Holdovers shall be returned to duty in rank order from holdover rosters.
- 4) Holdovers shall, for a period of five years from the date of layoff, have preference for appointment over eligibles on civil service lists, or employees requesting transfer, reinstatement, or reappointment. The Human Resources Director, upon review of all the circumstances, may extend the holdover status for such specified period of time as he/she may deem proper.
- 5) Holdover rosters shall be canvassed in the following order: first, permanent holdover rosters; then, temporary holdover rosters.
- 6) Permanent holdovers shall be returned to duty in temporary positions before temporary holdovers. Permanent holdovers shall displace any temporary or part-time exempt appointee in the same class in any City and County department. Permanent holdovers returned to duty in temporary positions shall retain their status on the permanent holdover roster. In the event of a displacement, the least senior temporary or part-time exempt appointee in the City and County service shall be laid off first.
- 7) Permanent holdovers in classes with citywide seniority for layoff purposes shall be entitled to displace only the least senior permanent employee in that class in City service. Holdovers who waive such appointment shall remain on the holdover list for subsequent permanent appointment to vacant positions, but may accept a temporary position in the class, if available.

Rule 13

Certification of Eligibles

Article I: Personnel Requisitions

Applicability: Unless otherwise noted, the provisions of Article I, Rule 13, apply to employees in all classes.

Article II: Certification Rules for Employees Covered by Article II

Applicability: The provisions of Article II, Rule 13, apply to employees in all classes represented by Service Employee International Union (SEIU) - Locals 250, 535 and 790; Transport Workers Union (TWU) - Locals 200 and 250A; Local 21 - International Federation of Professional and Technical Engineers, except for employees in classes belonging to the San Francisco Association of Personnel Professionals (SFAPP) - Local 21 who are covered by Article III; and to members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Article III: Certification Rules for Employees Covered by Article III

Applicability: The provisions of Article III apply to all unrepresented classes and to classes represented by all employee organizations except Service Employee International Union (SEIU) - Locals 250, 535 and 790; Transport Workers Union (TWU) - Locals 200 and 250A; Local 21 - International Federation of Professional and Technical Engineers; and to members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798; provided, however, that employees in classes belonging to the San Francisco Association of Personnel Professionals (SFAPP) - Local 21, are covered by the provisions of Article III. Article VI of this Rule contains a list of classes for which the Rule of Three Scores shall be used exclusively.

Article IV: Selective Certification of Certified Temporary Employees

Applicability: Unless otherwise noted, the provisions of Article IV, Rule 13, apply to employees in all classes.

Article V: Administration of Certifications

Applicability: Unless otherwise noted, the provisions of Article V, Rule 13, apply to employees in all classes.

Article VI: Classes for Which the Rule of Three Scores is Used Exclusively

Applicability: Article VI, Rule 13, applies only to employees in the classes enumerated in this Article.

Rule 13

Certification of Eligibles

Article I: Personnel Requisitions

Applicability: Unless otherwise noted, the provisions of Article I, Rule 13, apply to employees in all classes.

Sec. 13.1 **Personnel Requisitions**

13.1.1 **Requirement for Personnel Requisitions**

Whenever a position is to be filled, the appointing officer shall issue a personnel requisition on the prescribed form. Fully approved personnel requisitions shall immediately be time stamped in the order of receipt in the Department of Human Resources.

13.1.2 **Separate or Group Personnel Requisitions**

A separate personnel requisition shall be made for each permanent position to be filled. Group personnel requisitions may only be made for temporary positions.

13.1.3 **Cancellation of Personnel Requisitions**

Upon written request by the appointing officer indicating good cause, cancellation of a personnel requisition may be allowed by the Human Resources Director.

13.1.4 **Priority of Personnel Requisitions**

Except as otherwise provided in these Rules, certification shall be made in accordance with priority of approval of the personnel requisition in the Department of Human Resources or the date to report to duty, whichever is later.

13.1.5 **Tenure of Temporary Appointments**

1) Temporary employments may be personnel requisitioned for a period not to exceed 12 months.

2) Original personnel requisitions for less than 12 months may be extended from the date of appointment but may not exceed the maximum allowable personnel requisition time. Upon completion of the allowable maximum time, the temporary appointment(s) may be extended when funds are available and when the employee continues to have standing on an eligible list for that class.

Applicability: Unless otherwise noted, the provisions of Article I, Rule 13, apply to employees in all classes.

Sec. 13.1 **Personnel Requisitions (cont.)**

13.1.5 **Tenure of Temporary Appointments (cont.)**

3) Beginning on the effective date of this Rule, the Department of Human Resources shall keep records of the number of temporary employments extended as provided in this Rule. On July 30, 1977, and each July 30 thereafter, a list of extended temporary employments for the past fiscal year shall be made available for public inspection.

13.1.6 **Flexible Staffing Personnel Requisitions**

A personnel requisition for a permanent vacancy filled by an appointee in accordance with the flexible staffing authority of the Salary Ordinance shall also be valid for subsequent certification for appointment of the same eligible, when qualified, to the class designated on the personnel requisition.

Applicability: The provisions of Article III apply to all unrepresented classes and to classes represented by all employee organizations except Service Employee International Union (SEIU) - Locals 250, 535 and 790; Transport Workers Union (TWU) - Locals 200 and 250A; Local 21 - International Federation of Professional and Technical Engineers; and to members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798; provided, however, that employees in classes belonging to the San Francisco Association of Personnel Professionals (SFAPP) - Local 21, are covered by the provisions of Article III. Article VI of this Rule contains a list of classes for which the Rule of Three Scores shall be used exclusively.

Sec. 13.3 Certification of Eligibles - Employees Covered by Article III

Sec. 13.3.1 (cont.)

3) The Human Resources Director shall monitor certifications and selections for opportunities and successes in achieving affirmative action goals. The Human Resources Director shall compile and report to the Civil Service Commission on a quarterly basis the performance of each department and the effect of various Certification Rules. The first such report shall be presented to the Civil Service Commission at its first meeting in March 1994 and shall cover the period commencing November 1, 1993 and concluding on January 31, 1994.

4) The Civil Service Commission may direct the Human Resources Director to investigate selections made by departments and if it is determined that selections were not made in compliance with equal employment opportunity or affirmative action guidelines, the Human Resources Director may recommend and the Civil Service Commission may effect remedial actions.

5) The Human Resources Director may direct that all future certifications and appointments to departments determined to be out of compliance be subject to the review of the Equal Employment Opportunity and Affirmative Action Division and approval of the Human Resources Director. Departments found having made selections without regard to equal employment opportunity or consideration of affirmative action goals shall be reported to the Civil Service Commission, the Mayor, and Board of Supervisors.

6) In compliance with Charter Section 8.329, an annual report of certification activity shall be compiled by the Human Resources Director and forwarded to the Commission, the Mayor and to the Board of Supervisors for review of each department's performance in meeting its equal employment opportunity obligations and affirmative action goals. The first such report shall be submitted by December 1, 1994 and shall cover the period commencing November 1, 1993 and concluding on October 31, 1994.

Applicability: The provisions of Article III apply to all unrepresented classes and to classes represented by all employee organizations except Service Employee International Union (SEIU) - Locals 250, 535 and 790; Transport Workers Union (TWU) - Locals 200 and 250A; Local 21 - International Federation of Professional and Technical Engineers; and to members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798; provided, however, that employees in classes belonging to the San Francisco Association of Personnel Professionals (SFAPP) - Local 21, are covered by the provisions of Article III. Article VI of this Rule contains a list of classes for which the Rule of Three Scores shall be used exclusively.

Sec. 13.3 Certification of Eligibles - Employees Covered by Article III

13.3.2 Rule of One

- 1) The name of the highest available eligible shall be certified to the appointing officer for each position to be filled from eligible lists from which these Rules or other law requires Rule of One certifications.
- 2) If two or more approved personnel requisitions are on file, the Human Resources Director may permit eligibles in line for appointment and in accordance with their standing on the list to select from among the available personnel requisitions the position to which they desire appointment.
- 3) In cases where eligibles on lists who would be reached for appointment on personnel requisitions are at that time employed in the City and County service, the Human Resources Director may consult with appointing officers and employees involved; and if it is in the best interests of the service, may offer out said positions as to make it possible for the continued employment of such eligibles in their current departments.

13.3.3 Rule of Three or More Scores

1) Definition

The names of all eligibles standing at a specified number of scores with a minimum of at least those eligibles with three scores shall be certified to each available position.

2) When More Than One Position Available

Except as may otherwise be provided, when there are two or more approved personnel requisitions on file for the same class, the number of scores certified shall be equal to the number of positions to be filled plus the number of scores in the Certification Rule applicable to the eligible list being certified minus one.

Applicability: Unless otherwise noted, the provisions of Article V, Rule 13, apply to employees in all classes.

Sec. 13.6 Waivers

13.6.1 General Waivers

An eligible may be placed on an inactive status under general waiver of certification on an eligible list as follows:

- 1) At the eligible's written request. Such waivers shall be effective on the next business day.
- 2) For failure to respond to a Notice of Certification or Inquiry within the prescribed time limits.
- 3) For failure to notify the Department of Human Resources as to the eligible's status within seven days following certification.
- 4) A person appointed to a permanent position shall be under general waiver for all appointments on all eligible lists for the same class. A person appointed to a temporary position shall be under general waiver for temporary appointment on all eligible lists for the same class. Such waiver may not be withdrawn unless ordered by the Human Resources Director.
- 5) For reasons prescribed elsewhere in these Rules.
- 6) An eligible under general waiver shall not be certified to any position on the eligible list until the eligible notifies the Department of Human Resources to withdraw such waiver in writing as prescribed in these Rules. General waivers imposed by the Commission or Human Resources Director may not be removed unless ordered by the Civil Service Commission or Human Resources Director.

13.6.2 Waiver of Part-Time Employment

Any part-time position may be declared by the Human Resources Director to be under conditional waiver and eligibles may then waive certification without penalty for appointment to a full-time position. An eligible who accepts such appointment shall retain eligibility for appointment to a full-time position.

13.6.3 Conditional Waivers

Except as provided by the examination announcement, waiver of certification to positions with unusual employment circumstances or special conditions of employment may be imposed by:

Applicability: Unless otherwise noted, the provisions of Article V, Rule 13, apply to employees in all classes.

Sec. 13.6 **Waivers (cont.)**

13.6.3 **Conditional Waivers (cont.)**

- 1) the eligible to be effective the next business day;
- 2) the Civil Service Commission; or
- 3) the Human Resources Director.

Conditional waivers on an eligible list imposed by the eligible shall remain in force until withdrawn in accordance with these Rules.

13.6.3 **Effects of Waivers**

- 1) A general or conditional waiver of certification by an eligible having standing on more than one list in the same class shall apply to any existing list for the same class.
- 2) An eligible who waives certification to a position covered by conditional waivers shall not be certified to a position requiring those conditions from that list until such waiver is removed in accordance with the provisions of these Rules.
- 3) Unless otherwise provided in the examination announcement, eligibles may refuse consideration for temporary or permanent appointment from two Notices of Certification. Refusal of consideration from the third Notice of Certification shall result in the removal of the eligible's name from that eligible list and all other lists in that class. The non-selection by the department of an available eligible shall not be recorded as a refusal.
- 4) Unless otherwise ordered by the Human Resources Director if one Notice of Certification is issued for more than one department or position and the eligible refuses a position not previously waived, a refusal shall be recorded against the eligible's name on the list.

13.6.4 **Withdrawal of Waivers**

- 1) Withdrawal of general or conditional waivers imposed by the eligible must be filed in writing with the Department of Human Resources.
- 2) Such requests must be received in Department of Human Resources offices before the close of business on the third Friday of the month to be effective the first business day of the following month. In the event the third Friday is a legal holiday, such requests must be received by the close of business on the next business day.

Applicability: Unless otherwise noted, the provisions of Article V, Rule 13 apply to employees in all classes.

Sec. 13.6 **Waivers (cont.)**

13.6.4 **Withdrawal of Waivers (cont.)**

3) Withdrawal of waivers which have been imposed by the Commission or the Human Resources Director may be authorized at any time and become effective the first business day of the following month unless specifically ordered otherwise.

4) Withdrawal of waivers shall not interfere with nor affect the rights of eligibles next in line for certification to whom Notices of Certification have already been mailed and who have been or may be appointed in response to such notices.

5) Immediate withdrawal of waiver may be authorized by the Human Resources Director, if it is determined that such immediate withdrawal of waiver is in the best interests of the Service.

Sec. 13.7 **Change of Address**

In all cases of change of address, the Department of Human Resources must be notified in writing separately for each class involved. Notice of change of address to the post office and/or the employee's current department only shall not be a reasonable excuse for special consideration in case of failure to respond to any notice within time limits.

Rule 13

Certification of Eligibles

Article VI: Classes for which the Rule of Three Scores is Used Exclusively

Applicability: Article VI, Rule 13, applies only to employees in the classes enumerated in this Article.

Sec. 13.8 Rule of Three Scores Classes

The Rule of Three Scores shall be used exclusively for the following classes:

Class

No. Title

1466	Meter Reader
3402	Farmer
3417	Gardener
3418	Gardener Assistant Supervisor
3419	Municipal Stadiums Groundskeeper
3422	Park Section Supervisor
3424	Pest Control Specialist
3428	Nursery Specialist
3430	Chief Nursery Specialist
3432	Assistant Director, Arboretum
3434	Tree Topper
3436	Tree Topper Supervisor I
3440	Landscaping and Street Planting Supervisor
6235	Heat and Ventilation Inspector
6236	Boiler Inspector
6238	Senior Boiler Inspector
6242	Plumbing Inspector
6244	Chief Plumbing Inspector
6248	Electrical Inspector
6249	Senior Electrical Inspector
6250	Chief Electrical Inspector
6252	Line Inspector
7110	Mobile Equipment Assistant Supervisor
7126	Mechanical Shop and Equipment Superintendent
7134	Water Construction and Maintenance Superintendent
7136	Water Shops and Equipment Superintendent
7203	Building and Grounds Maintenance Supervisor
7204	Chief Water Service Inspector
7205	Chief Stationary Engineer
7210	Mobile Equipment Supervisor
7213	Plumber Supervisor I
7214	Electrical Transit Equipment Supervisor
7215	General Laborer Supervisor I

Applicability: Unless otherwise noted, the provisions of Article I, Rule 14, apply to employees in all classes.

Sec. 14.7 Provisional Appointment - Limited Tenure Appointment (cont.)

Applicability: *Sec. 14.7 applies only to employees in classes represented by the Transport Workers Union, Local 200 and 250A; and to the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S. F. Police Officers' Association, Local 911, and Firefighters, Local 798.*

14.7.4 A civil service appointee who is laid off, terminated, or who resigns from a limited tenure appointment shall return to the appointee's permanent position.

14.7.5 A limited tenure appointee resigning from employment shall complete the prescribed resignation form.

14.7.6 Provisional Appointees - No Preference for Permanent Appointment

Applicability: *Sec. 14.7.6 applies only to employees in classes represented by the Transport Workers Union, Local 200 and 250A; and to the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S. F. Police Officers' Association, Local 911, and Firefighters, Local 798.*

Provisional appointees shall acquire, by virtue of serving under provisional appointment, no right or preference for permanent appointment.

Sec. 14.8 Advancement from Part-Time or School-Term Position to Full-Time

After one year of continuous permanent satisfactory service in a part-time or school-term only position, the senior appointee in a class in the department may be advanced by the appointing officer to a full-time position. Such advancement from a school-term only position shall not require that a new probationary period be served. Advancement from a part-time position shall require a new probationary period.

Sec. 14.9 Separation of Temporary and Provisional Appointees Upon Expiration of Term of Employment

14.9.1 No temporary or provisional appointment shall exceed the maximum allowable duration provided in these Rules, and upon expiration of that period of time, the appointee shall be separated from the position.

14.9.2 The appointee's separation shall be based upon the expiration of the maximum allowable duration or upon expiration of the appointee's temporary position. Such separation shall be without reference to the layoff or termination provisions of these Rules. The appointee shall be notified in writing:

Applicability: Unless otherwise noted, the provisions of Article I, Rule 14, apply to employees in all classes.

Sec. 14.9 Separation of Temporary and Provisional Appointees Upon Expiration of Term of Employment (cont.)

- 1) at the time of appointment as to the duration of such appointment; and
- 2) at least ten working days in advance of the final date.

Rule 14

Appointments

Article II: Limited Tenure Appointments

Incorporating Charter Section 8.331 into the Civil Service Commission Rules
Pursuant to Charter Section 8.320-1 Incorporating Former Charter Provisions
(Proposition C - November 5, 1991 Election)

Applicability: The provisions of Article II, Rule 14 apply only to employees in classes represented by the Transport Workers Union, Local 200 and 250A; and to the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S. F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 14.10 Limited Tenure Appointments - When Authorized

When in time of war declared by the Congress of the United States eligibles are not available for appointment from registers established through the regular examination procedure as provided under these Rules, the Human Resources Director may qualify applicants for wartime appointments to positions through informal and non-competitive tests.

Sec. 14.11 Selection of Limited Tenure Appointees

Such tests and appointments resulting therefrom shall be governed solely by the provisions of these Rules and the tests shall be adequate in the judgment of the Human Resources Director to determine the capacity of applicants to perform the duties of the positions to be filled pending creation of lists of eligibles through the regular examination procedure as provided in these Rules.

Sec. 14.12 Definition and Duration of Limited Tenure Appointments

Appointments made under the provisions of this Rule shall be designated "limited tenure appointments" and may continue only until registers of eligibles are established through the regular examination procedure provided elsewhere in these Rules but in no event to exceed six months beyond the cessation of hostilities.

Applicability: The provisions of Article II, Rule 14 apply only to employees in classes represented by the Transport Workers Union, Local 200 and 250A; and to the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S. F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 14.13 **Layoff of Limited Tenure Appointees**

Limited tenure appointments may be terminated by the appointing officer at any time for lack of work or funds.

Sec. 14.14 **Termination of Limited Tenure Appointees**

Limited tenure appointments may be terminated by the appointing officer for good cause at any time with the approval of the Human Resources Director without reference to the procedures governing removals set forth in Charter Section 8.341.

Sec. 14.15 **Restriction on Rights on Limited Tenure Appointees**

Persons serving under limited tenure appointments under this Rule shall by reason of such service acquire no right or preference to permanent civil service status as defined elsewhere in the Charter or by Rule of the Civil Service Commission, which is conferred on persons completing probationary appointments made from lists of eligibles established through the regular examination procedures as provided in these Rules.

Sec. 14.16 **Restriction on Credit for Limited Tenure Service - Employees of Municipal Railway**

Service after January 1, 1951, under limited tenure appointment, by platform employees of the Municipal Railway, shall not be included in the calculation of service of such employees for the purpose of determining assignments of runs when such assignments are made on the basis of seniority of service.

Sec. 14.17 **Non-Civil Service Appointments When No Eligible List**

Non-civil service appointments in the absence of civil service eligibles, as provided in these Rules, shall not be authorized if applicants qualified for limited tenure appointments are available.

Sec. 14.18 **Department of Human Resources to Maintain Eligible Lists**

The Department of Human Resources shall make every effort, consistent with current conditions, to maintain adequate registers of eligibles established through the regular examination procedure as provided in these Rules.

Applicability: The provisions of Article II, Rule 14 apply only to employees in classes represented by the Transport Workers Union, Local 200 and 250A; and to the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S. F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 14.19 **Civil Service Commission to Adopt Rules to Govern Limited Tenure Appointments**

The Civil Service Commission shall adopt Rules to carry out the provisions of this Rule and to govern the administration of limited tenure appointments.

Sec. 14.20 **Additional Authority for Limited Tenure Appointments**

- 14.20.1** In time of national emergency declared by the President of the United States or by the Congress or while any act authorizing compulsory military service or training is in effect, the provisions of this Rule may also be made operative upon recommendation of the Civil Service Commission and approval of the Board of Supervisors by ordinance enacted by two thirds vote of the Board.
- 14.20.2** Authority for limited tenure appointments, if established pursuant to the authority of this paragraph, shall cease six months after repeal by the Board of Supervisors of the ordinance which authorized such appointments.

Rule 14

Appointments

Article III: Temporary and Emergency Appointments

Incorporating Charter Section 8.331 into the Civil Service Commission Rules
Pursuant to Charter Section 8.320-1 Incorporating Former Charter Provisions
(Proposition C - November 5, 1991 Election)

Applicability: The provisions of Article II, Rule 14 apply only to employees in classes represented by the Transport Workers Union, Local 200 and 250A; and to the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S. F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 14.21 **Temporary "Near List" Appointments Authorized**

When no list of eligibles exists or no eligible is available on an existing list for a position in the class requisitioned by the appointing officer, and immediate service in the position is required by the appointing officer and another list exists which is deemed by the Human Resources Director to be suitable to provide temporarily the service desired, the commission shall certify for civil service temporary appointment an eligible from such list;

Sec. 14.22 **Non-Civil Service Appointment Defined**

If no such other list deemed by the Human Resources Director to be suitable exists, the Human Resources Director pursuant to Civil Service Commission Rules may authorize the appointing officer to make a non-civil service or emergency appointment thereto for a period not exceeding 130 working days.

Sec. 14.23 **Duration of Non-Civil Service Appointment**

Non-civil service or emergency appointments extended beyond 90 days must be approved by the Human Resources Director. Such non-civil service or emergency appointment, however, shall cease prior to the expiration of such 130 working days at the time a civil service eligible reports for duty as provided in Section 8.329 of the Charter.

Applicability: The provisions of Article II, Rule 14 apply only to employees in classes represented by the Transport Workers Union, Local 200 and 250A; and to the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S. F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 14.24 Emergency Appointment Pending Canvassing of Eligible List

Sec. 14.24-1 If a list of eligibles exists for the position requisitioned, but immediate service is deemed necessary by the appointing officer pending the time an eligible from such list is certified and reports for duty as provided in Section 8.329 of the Charter, the Human Resources Director may authorize the appointing officer to make a non-civil service or emergency appointment thereto for a period not exceeding 30 working days.

Sec. 14.24.2 Such non-civil service or emergency appointment, however, shall cease prior to the expiration of such 30 working days at the time a civil service eligible reports for duty as provided in Section 8.329 of the Charter.

Sec. 14.25 Restriction on Compensation of Non-Civil Service Appointees

No person shall be compensated under any non-civil service or emergency appointment or appointments as authorized under the provisions of the foregoing paragraphs of this Rule for a period exceeding 130 working days in any fiscal or calendar year, and no claim or warrant therefore shall be approved, allowed or paid for any compensation in excess of such 130 working days in any fiscal or calendar year.

Sec. 14.26 Mandate for Funding Department of Human Resources to Conduct Examinations

If no eligibles are available for appointment to a permanent position in the class requested by the appointing officer, the Department of Human Resources shall immediately hold an examination and establish an eligible list for such position. If its annual appropriation is insufficient to meet the cost of said examination, the Department of Human Resources shall report to the Mayor the estimated cost thereof, the Mayor shall request and the Supervisors shall make supplemental appropriation therefore in the manner provided herein for supplemental appropriations.

Rule 14 Appointments

Article IV: Appointment by Reinstatement

Applicability: Unless otherwise noted, the provisions of Article IV, Rule 14, apply to employees in all classes.

Sec. 14.27 **Reinstatement**

14.27.1 A permanent employee who accepts permanent appointment to a position in another class shall be permanently separated from any former position, with the following exception: the employee may be reinstated to a vacant position in any former class in which the probationary period had been completed upon the employee's written request on the prescribed form and with the approval of the appointing officers in both the present department and the former department or the department(s) to which reinstatement is requested. A copy of the approved form(s) must be filed with the Department of Human Resources.

Sec. 14.27.2 An employee serving a promotive probationary period shall be reinstated to a vacant position in any former class in which the probationary period had been completed upon the employee's written request on the prescribed form and with the approval of the Human Resources Director.

- 1)** A request for reinstatement under this section shall not extend the probationary period or infringe upon an appointing officer's authority to terminate an employee.
- 2)** An approved request for reinstatement shall remain in effect until the employee is either reinstated, separated, refuses an offer of reinstatement, or such a request is canceled by the Human Resources Director.
- 3)** Separation of the employee shall nullify all requests for reinstatement approved under this section.
- 4)** The employee shall receive one offer of reinstatement. Failure to accept a reinstatement offer shall forfeit all rights to reinstatement under this section.
- 5)** A reinstatement under this section shall be under the Rule of One.
- 6)** If more than one request for reinstatement under this section is on file, the person with the greater seniority in the class to which reinstatement is requested shall be reinstated first.

Applicability: Unless otherwise noted, the provisions of Article IV, Rule 14, apply to employees in all classes.

Sec. 14.27 **Reinstatement (cont.)**

14.27.3 Reinstatement to a position in a former class and department shall be with former civil service seniority standing in that department and no probationary period shall be required.

14.27.4 Reinstatement to a position in a former class in another department shall require a new civil service seniority date in that department from the date of such reinstatement and shall require a new probationary period.

Sec. 14.28 **Reinstatement Following Transfer**

An appointment by transfer shall cancel all rights to the position from which transferred except that, prior to the completion of the probationary period, a transferee may request reinstatement to a vacancy in a position in the same class and department from which transferred in accordance with the procedures established in this Rule.

Sec. 14.29 **Restrictions on Reinstatement**

Appointments by reinstatement are subject to the appointment provisions found elsewhere in this Rule.

Rule 14 Appointments

Article V: Reappointment

Applicability: Unless otherwise noted, the provisions of Article V, Rule 14, apply to employees in all classes.

Sec. 14.30 Reappointment after Resignation

- 14.30.1** A permanent appointee who has completed the probationary period who resigns and whose services have been certified as satisfactory by the appointing officer, or except as otherwise ordered by the Commission in the case of services certified as unsatisfactory, shall be permanently separated from such appointment except as follows:
- 14.30.2** Except for the members of the uniformed ranks of the Police and Fire Department, upon request on the prescribed form within a four year period after the effective date of the resignation, the resignee with the approval of an appointing officer may be appointed ahead of eligibles to a vacancy in a permanent position in the class from which resigned in any department.
- 14.30.3** A separate request must be filed with each department to which reappointment is desired. An approved copy of the reappointment form(s) must be filed with the Department of Human Resources.
- 14.30.4** Consistent with the above procedure, members of the uniformed ranks of the Police and Fire Department shall have two years from the effective date of the resignation to request and to be reappointed.
- 14.30.2** If a vacancy does not exist in the class from which resigned from City and County Service, or, if otherwise approved by the Human Resources Director, subject to appeal to the Civil Service Commission, a resignee may re-enter the service to a vacancy in any former class in which the probationary period had been completed in any department with the approval of the appointing officer.
- 14.30.3** When reappointed, the resignee shall enter the service as a new appointee with no rights based on prior service except such as may be specifically provided elsewhere in these Rules, in the Vacation, Sick Leave and any other Ordinances as appropriate, and in the examination procedures with respect to credit for prior City and County Service.

Sec. 14.31 Restrictions on Reappointment

Reappointments are subject to the appointment provisions found elsewhere in this Rule.

Rule 14

Appointments

Article VI: Appointment by Transfer

Applicability: Unless otherwise noted, the provisions of Article VI, Rule 14, apply to employees in all classes.

Sec. 14.32 **Transfer - General**

- 14.32.1** A transfer of a permanent appointee who has completed the probationary period to a position in the same class under another appointing officer shall be requested on the form prescribed by the Human Resources Director.
- 14.32.2** A properly completed transfer form approved by the appointing officer or designee of the department to which transfer is requested shall be filed in the requested department. A copy of the approved form shall be filed with the Department of Human Resources and in the employee's current department within two business days of approval.
- 14.32.3** Appointees accepting a new appointment by transfer shall give a minimum period of notice prior to separation from their current department of 15 working days, unless the current department approves a shorter period of notice.
- 14.32.4** Appointments by transfer are subject to the appointment and probationary provisions of these Rules.
- 14.32.5** Appointment by transfer will cancel all other transfer requests which have been filed.

Sec. 14.33 **Transfer from Position Not Full-Time**

A permanent appointee to a part-time position or a position not full time on an annual basis and who serves under such appointment continuously for one year, may request transfer to a regular full-time position in accordance with the provisions of this Rule.

Sec. 14.34 **Transfer of Disabled**

14.34.1 **Charter Authority**

A disability transfer request may be effected in accordance with Charter Section 8.350.

Applicability: Unless otherwise noted, the provisions of Article VI, Rule 14, apply to employees in all classes.

Sec. 14.34 **Transfer of Disabled (cont.)**

14.34.2 **Request Form Prescribed**

A disability transfer request shall be submitted to the Department of Human Resources on the form prescribed by the Human Resources Director.

14.34.3 **Certification by Designated Physician**

A physician designated by the Human Resources Director, pursuant to the Rule on medical examinations, shall certify on such form that the employee, because of disability, is unable to perform the duties of his or her present position but may perform the duties of the position to which transfer is requested.

14.34.4 **Action by the Human Resources Director and Appeal of Decision**

1) The disability transfer request shall be subject to the approval of the Human Resources Director.

2) In effecting a disability transfer, the Human Resources Director shall consider the employee's skills, education and experience and shall make every attempt to place the employee in a position with a salary as close as possible to the salary the employee is receiving in the class from which transferring subject to Charter Section 8.350.

3) In evaluating the employee for a particular position, the Human Resources Director shall refer the employee to the department prior to certification. Both the employee and the department will advise the Human Resources Director of their assessment of the position under consideration for the employee. The decision of the Human Resources Director shall be final unless within five days of the decision to certify the employee to the department, either the employee or the department appeals to the Commission.

Sec. 14.34.5 **Priority of Requests**

In the event of more than one disability transfer request filed for the same position, the request with the earlier filing time in the Department of Human Resources shall be offered available appointment.

Sec. 14.34.6 **Probationary Period Following Disability Transfer**

1) A disability transferee shall serve a probationary period of six months of service as provided elsewhere in these Rules.

Applicability: Unless otherwise noted, the provisions of Article VI, Rule 14, apply to employees in all classes.

Sec. 14.34 **Transfer of Disabled (cont.)**

14.34.6 **Probationary Period Following Disability Transfer (cont.)**

2) At any time during the probationary period the employee may, with the review and approval of the appointing officer and subject to the approval of the Human Resources Director, request further disability transfer to a position in the class to which transferred in another department subject to a new probationary period, or to a position in another class subject to a new probationary period. If there is no immediate vacancy in another position or class pending such further disability transfer, the employee shall remain in the department and the probationary period shall be extended until further disability transfer can be effected; however, in no case shall the extension of the probationary period exceed three months of service. Requests for further disability transfer may be rescinded on the request of the employee and with the approval of the appointing officer. If the request is rescinded during the initial six month probationary period, the employee will complete the balance of the probationary period; if the rescission occurs during the extension to the probationary period, the employee will be deemed as having passed the probationary period on the date the approved request to rescind is received in the Department of Human Resources. At any time during the probationary period or the probationary period extension, charges for the employee's dismissal may be preferred in accordance with the procedures governing the removal of permanent employees as provided in Charter Section 8.341 and elsewhere in these Rules.

3) The hearing officer in rendering a decision shall have the following options: exonerate the employee; suspend the employee; terminate the employee; or refer the employee to the Department of Human Resources for consideration for further disability transfer. The hearing officer shall evaluate the charges for dismissal with the standard applicable to a probationary and not a permanent employee. The decision of the hearing officer shall be final.

14.34.7 **Certification and Appointment**

Certification and appointment of disability transferees shall be made in accordance with the provisions of the Rules governing the Rule of One. Such transferees shall have priority over eligibles on existing eligible lists; however, holdovers shall have preference for certification and appointment over disability transferees.

Applicability: Unless otherwise noted, the provisions of Article VI, Rule 14, apply to employees in all classes.

Sec. 14.34 **Transfer of Disabled (cont.)**

14.34.8 **Resolution of Disputes**

- 1) A dispute concerning the application, implementation or interpretation of this section shall be decided by the Human Resources Director subject to appeal to the Commission as provided elsewhere in these Rules.
- 2) Pending final resolution of a dispute under this subsection, any proposed disability transfer shall be held in abeyance.

Sec. 14.35 **Transfers Occasioned by Reduction of Force Due to Technological Advances, Automation, or the Installation of New Equipment**

Permanent civil service employees who have completed their probationary period and who are subject to layoff because of technological advances, automation, the installation of new equipment, or the transfer of functions to another jurisdiction may submit a request to the Human Resources Director for transfer to a position within their capacities to perform, whether or not within the class for which they qualified for appointment. Such request for transfer shall be subject to the following:

- 14.35.1 Request for transfer shall be submitted on the form prescribed by the Human Resources Director and shall be approved by the appointing officer or designee of the department to which transfer is requested.
- 14.35.2 The position to which transfer is requested shall not be to a class having a higher compensation schedule than the one from which transfer is requested.
- 14.35.3 The Human Resources Director may administer any examinations which, in the judgment of the Human Resources Director, are deemed advisable to test the capacity of the employee to perform the duties in the position to which transfer is requested, unless the transfer is to a position in the same class or a closely related class.
- 14.35.4 Employees so transferred, who are not suited to the position, may be given an opportunity for further transfer to other positions within their capacities to perform.
- 14.35.5 In the event of layoff of an appointee who occupies a position through transfer under the provisions of this section, such layoff shall be in accordance with the applicable provisions of the Layoff Rule. Seniority shall be calculated from the date of certification in the class from which transferred.

Rule 15

Exempt Employment of Individuals Who are Severely Disabled

Applicability: Unless otherwise noted, the provisions of Rule 15 apply to employees in all classes.

Sec. 15.1 Rule Prescribed - Authority - Purpose

- 15.1.1** In accordance with Charter Section 8.300(a)(6), the Civil Service Commission does prescribe and adopt this Rule which shall have the force and effect of law to implement the Charter provision and to provide an orderly and effective process for the exempt employment and advancement to permanent civil service status of individuals who are severely disabled under the terms and conditions authorized by the Charter.
- 15.1.2** This Rule is not intended to preclude or in any way inhibit the employment of individuals who are severely disabled through the regular examination process or from provisional appointment as provided elsewhere in these Rules.

Sec. 15.2 Designated Positions

- 15.2.1** An appointing officer or authorized representative may identify entry-level positions in the department for the appointment of individuals who are severely disabled and thereupon notify the Human Resources Director in writing of the positions so identified.
- 15.2.2** Such positions, when approved by the Human Resources Director shall be designated for the employment of individuals who are severely disabled and shall hereinafter be known as a "designated position."
- 15.2.3** With the approval of the Human Resources Director, the appointing officer or authorized representative may rescind such designation at any time prior to the appointment of an individual pursuant to this Rule. When a designated position becomes vacant, the appointing officer may continue or cancel such designation.

Sec. 15.3 Definition and Certification of Individuals Who are Severely Disabled

- 15.3.1** Persons eligible for employment in designated positions shall be subject to certification by either the State of California Department of Rehabilitation or Veterans Administration as individuals who are severely disabled in accordance with the standards and criteria established by the State of California Department of Rehabilitation for such purpose.

Applicability: Unless otherwise noted, the provisions of Rule 15 apply to employees in all classes.

Sec. 15.3 Definition and Certification of Individuals Who are Severely Disabled (cont.)

- 15.3.2** Such standards and criteria and any changes thereto used for the certification of individuals who are severely disabled to positions in the City and County Service are subject to the acceptance and approval of the Human Resources Director.
- 15.3.3** A copy of the standards and criteria used for the certification of individuals who are severely disabled shall be available for public inspection during regular business hours in the Department of Human Resources office.

Sec. 15.4 Appraisal of Qualifications

- 15.4.1** All candidates for designated positions shall meet the minimum qualifications applicable to the class and shall be able to perform the essential functions of the position after reasonable accommodation is made for the disability.
- 15.4.2** The Human Resources Director shall establish procedures for the appraisal of the qualifications of all persons certified for employment pursuant to this Rule.
- 15.4.3** For the purpose of this Rule, the provisions of the last examination announcement or the class specification, whichever is more recent, shall guide the Human Resources Director in determining minimum qualifications.
- 15.4.4** The Human Resources Director may administer job-related tests and/or obtain such supplemental information as is deemed appropriate in order to appraise the qualifications of candidates certified for consideration under this Rule.

Sec. 15.5 Referral of the Individual Who is Severely Disabled to the Department

- 15.5.1** When there is a vacant requisition for a designated position, the Human Resources Director will refer to the Department for consideration those candidates who meet the specified terms and conditions.
- 15.5.2** The candidate and the authorized departmental representative shall each advise the Human Resources Director of their assessment of the position under consideration. The decision by the candidate to refuse the position or by the department to reject a candidate shall be final and is not subject to appeal except as provided under the anti-discrimination provisions of Charter Section 3.661(c) and these Rules.

Applicability: Unless otherwise noted, the provisions of Rule 15 apply to employees in all classes.

Sec. 15.6 Appointment and Evaluation Period

- 15.6.1** A candidate selected for appointment under this Rule shall be a permanent exempt appointee subject to the one-year evaluation period prescribed by Charter.
- 15.6.2** The provisions found elsewhere in these Rules governing the extension of the probationary period for regular civil service appointees shall be applicable to the one-year evaluation period.
- 15.6.3** The evaluation period is the critical phase of the selection process and shall be used as a trial period in order to determine the ability of individuals who are severely disabled to perform the assigned duties of the position to which appointed.

Sec. 15.7 Performance Appraisal During Evaluation Period

In accordance with existing procedures of the performance appraisal system, performance appraisal reports shall be written during the evaluation period by the immediate supervisor of individuals who are severely disabled according to the following schedule:

- 1) at the end of the first three months;
- 2) at the end of the sixth month covering the fourth through the sixth month; and
- 3) at the end of the eleventh month covering the seventh through the eleventh month.

Sec. 15.8 Termination During Evaluation Period

- 15.8.1** Consistent with Charter authority governing the employment of individuals exempt from the civil service provisions thereof, during the evaluation period, individuals appointed under this Rule serve at the discretion of the appointing officer.
- 15.8.2** At any time during the evaluation period, the appointing officer may terminate the appointee by giving written notice to the individual and to the Human Resources Director specifying the reasons therefor. The decision of the appointing officer shall be final and is not subject to appeal except as provided under the anti-discrimination provisions of Charter Section 3.66(c) and these Rules.

Applicability: Unless otherwise noted, the provisions of Rule 15 apply to employees in all classes.

Sec. 15.9 Advancement to Permanent Civil Service Status

- 15.9.1** The appointing officer shall, in accordance with procedures prescribed by the Human Resources Director, notify the Human Resources Director, in writing, of the completion of the evaluation period and shall certify satisfactory job performance during the evaluation period in order to advance the individual who is severely disabled to permanent civil service status.
- 15.9.2** Upon advancement to permanent civil service status, appointees shall not be required to serve a probationary period and shall acquire all the rights of a regular civil service appointee who has completed the probationary period.

Sec. 15.10 Computation of Seniority for Individuals Who are Severely Disabled

Notwithstanding any other provisions of these Rules:

- 1)** Seniority for the purpose of layoff shall be calculated from the date an individual who is severely disabled began to work in an exempt status in the designated position in a class in a department.
- 2)** During the evaluation period, individuals appointed pursuant to this Rule shall be compared with and ranked for retention purposes the same as probationary civil service appointees.
- 3)** Seniority accrued by an individual who is severely disabled in a class and department during the evaluation period shall be carried forward upon advancement to permanent civil service status in the same class and department.
- 4)** Seniority in the event of a tie shall be determined by the appointing officer, whose decision is final.

Sec. 15.11 Resolution of Disputes

A dispute concerning the application, implementation or interpretation of this Rule shall be decided by the Human Resources Director, subject to reconsideration by the Commission as provided elsewhere in these Rules.

Rule 17

Probationary Period

Article I: Administration of the Probationary Period

Applicability: The provisions of Article I, Rule 17, apply to employees in all classes except employees in classes represented by the Transport Workers Union - Locals 200 and 250A, and to the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Article II: Probationary Period

Applicability: The provisions of Article II, Rule 17, apply only to employees in classes represented by the Transport Workers Union - Locals 200 and 250A, and to the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Article III: Separation of Probationary Employees

Applicability: Unless otherwise noted, the provisions of Article III, Rule 17, apply to employees in all classes.

Article IV: Termination During the Probationary Period

Applicability: Unless otherwise noted, the provisions of Article IV, Rule 17, apply to employees in all classes.

Article V: Dismissal During Probationary Period

Applicability: The provisions of Article V, Rule 17, apply only to employees in classes represented by the Transport Workers Union - Locals 200 and 250A, and to the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Article VI: Classes Requiring More than Six Months Probationary Period

Applicability: The provisions of Article VI, Rule 17, apply only to employees in the classes enumerated in Article VI.

Rule 17

Probationary Period

Article II: Probationary Period Administration

Applicability: The provisions of Article II, Rule 17, apply only to employees in classes represented by the Transport Workers Union - Locals 200 and 250A, and to the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 17.7 Purpose of the Probationary Period

- 17.7.1** The probationary period is the final phase of the selection process and is to be used for evaluating the ability of the employee to perform the assigned duties of the position to which appointed.
- 17.7.2** Nothing in these provisions is intended to infringe upon or restrict the discretion of appointing officers in terminating a probationary employee as provided in Charter Section 8.340 and elsewhere in these Rules.

Sec. 17.8 Appointments Subject to the Probationary Period

A probationary period is required for the following types of appointment:

- 17.8.1** Permanent appointment from an eligible list.
- 17.8.2** Permanent appointment following layoff or involuntary leave when the appointment is to a class and/or department other than the one from which laid off or where a probationary period had not been previously served in the class and department.
- 17.8.3** Appointment by permanent transfer to the same class in another department, disability transfer, or appointment by transfer occasioned by reduction in force due to technological advances, automation or the installation of new equipment.
- 17.8.4** Reappointment of resignees.
- 17.8.5** Reinstatement at the request of the employee to a permanent position in a former class in a department other than a department in which the probationary period had been completed in this former class.

Applicability: The provisions of Article II, Rule 17, apply only to employees in classes represented by the Transport Workers Union - Locals 200 and 250A, and to the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 17.8 **Appointments Subject to the Probationary Period (cont.)**

- 17.8.6** Advancement from a part-time position to a full-time position, except if the employee has previously served a probationary period in a full-time position in the same class in the same department.

Sec. 17.9 **Exception to Probationary Period Requirement**

Employees returned to a position in the class from which promoted by action of the Commission under the separation procedures provided elsewhere in these Rules shall not be required to serve a new probationary period, unless ordered otherwise by the Commission.

Sec. 17.10 **Duration of Probationary Period**

- 17.10.1** The probationary period shall be six months except for those classes designated in Article VI of this Rule.
- 17.10.2** An employee appointed through disability transfer as provided elsewhere in these Rules shall be required to serve a probationary period of six months of service.
- 17.10.3** The probationary period for an employee returned to duty to a permanent appointment following layoff as provided elsewhere in these Rules shall be six months of service in all cases provided, however, that a permanent holdover who was serving a probationary period when laid off and is being returned to duty in the same department from which laid off shall serve the balance of the probationary period.
- 17.10.4** Appointing officers may credit, as time served toward the completion of the probationary period, prior permanent appointment in the same class, not to exceed the total length of the period(s) of appointment up to a maximum credit of one-half of the required length of the probationary period.
- 17.10.5** Appointing officers may credit periods of limited term transfer toward the completion of the probationary period as provided in the transfer provisions of the Appointment Rule.

Applicability: The provisions of Article II, Rule 17, apply only to employees in classes represented by the Transport Workers Union - Locals 200 and 250A, and to the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 17.11 Extension of the Probation Period

- 17.11.1** Except as provided elsewhere in this section, all periods of unpaid authorized leave, except sick leave, all periods of unauthorized absence, and all periods of disciplinary suspension shall automatically extend the probationary period by the total time of the absence.
- 17.11.2** All periods of sick leave, with or without pay, in excess of ten working days per six months of probationary period shall automatically extend the probationary period by the total time off in excess of ten working days.
- 17.11.3** For all appointees, periods of disability leave shall automatically extend the probationary period by the total time of the absence.
- 17.11.4** Regular civil service appointees in the School Districts shall have their probationary period calculated on the basis of actual service, excluding from such period of service, periods of non-service such as school vacation.
- 17.11.5 Exceptions to Extension**
 - 1)** Military leave, jury duty leave, and vacation leave granted during the probationary period shall not extend the probationary period.
 - 2)** Time served while on leave of absence to serve temporarily under the same appointing officer in another class during the probationary period shall be counted toward the completion of the probationary period for the class from which leave was granted. Appointing officers shall notify the Commission in writing of such temporary appointments.

Sec. 17.12 Report of Probationary Period

The appointing officer shall notify the appointee and the Department of Human Resources on the prescribed form of the completion of an appointee's probationary period.

Rule 17

Probationary Period

Article III: Separation of Probationary Employees

Applicability: Unless otherwise noted, the provisions of Article III, Rule 17, apply to employees in all classes.

Sec. 17.13 Procedure for Termination of Entrance Probationary Employee

17.13.1 An entrance probationary employee may be terminated by the appointing officer at any time during the probationary period upon written notice of such termination to the employee and to the Human Resources Director specifying the reasons for such termination. The notification and hearing procedures shall be as provided elsewhere in these Rules.

17.13.2 The Commission shall take one or more of the following actions:

- 1)** May declare such person dismissed, or return the name to the eligible list from which appointed under such conditions for further appointment it deems appropriate, provided that certification to the same position and same immediate supervisor will not be made if the termination was for disciplinary reasons. If the list from which the terminated employee was appointed has expired, the name of the employee may be placed on a reemployment register for the class for an additional period of eligibility of 12 months under such conditions for further appointment as the Commission deems appropriate;
- 2)** Order the name of the person removed from any regular eligible list or lists on which the person may have standing;
- 3)** Restrict future employment as it deems appropriate.

Sec. 17.14 Procedure for Termination of Promotive Probationary Employee

Sec. 17.14.1 A promotive probationary employee may be terminated by the appointing officer at any time during the probationary period upon written notice of such termination to the employee and to the Human Resources Director specifying the reasons for such termination. The termination shall be in accordance with the provisions of this Rule.

Applicability: Unless otherwise noted, the provisions of Article III, Rule 17, apply to employees in all classes.

Sec. 17.14 Procedure for Termination of Promotive Probationary Employee (cont.)

- 17.14.2** The employee shall have the right of appeal and hearing before the Commission. Notice of appeal shall be filed in writing in the Commission Office within 20 calendar days as provided elsewhere in this Rule. The Commission will announce the time and place of hearing which shall be as soon thereafter as convenient to all parties.
- 17.14.3** The Commission shall render its decision within 30 days after receipt of the notice of termination, and
- 1)** may direct such person dismissed;
 - 2)** declare such person reinstated in the position and may order that the employee be paid salary from the time of the termination of appointment;
 - 3)** order the return of such person to a position in the class from which promoted and may re-establish the employee's eligibility to a list of eligibles for the promotive class under such conditions as the Commission may deem just. If the list from which the terminated employee was appointed has expired, the name of the employee may be placed on a reemployment register for the class for an additional period of eligibility of 12 months under such conditions for further appointment as the Commission deems appropriate;
 - 4)** The decision of the Commission shall be final and shall not be reconsidered.
- 17.14.4** Employees returned by action of the Commission to a position in the class from which promoted shall not be required to serve a new probationary period unless otherwise ordered by the Commission.
- 17.14.5** Pending final decision, the appointing officer in the present or any other department has the option to restore the employee to duty in a position in the class from which promoted.

Rule 17

Probationary Period

Article IV: Termination During the Probationary Period

(Incorporating Charter Section 8.340 into the Civil Service Commission Rules
Pursuant to Charter Section 8.320-1 Incorporating Former Charter Provisions
(Proposition C - November 5, 1991 Election)

Applicability: Unless otherwise noted, the provisions of Article IV, Rule 17, apply to employees in all classes.

Sec. 17.15 Termination During the Probationary Period

17.15.1 Procedure for Termination

At any time during the probationary period the appointing officer may terminate the appointment upon giving written notice of such termination to the employee and to the Human Resources Department specifying the reasons for such termination.

17.15.2 Requirement for Commission Review

Except in the case of members of the uniformed ranks of the Police and Fire Departments, the Civil Service Commission shall review the termination. The Civil Service Commission shall by Rule establish the procedures for such review.

17.15.3 Termination of Entrance Probationary Period

If the appointment resulted from an entrance examination, the Commission may declare such person dismissed or may return the name to the eligible list under such conditions for further appointment as the Commission may deem just.

17.15.4 Termination of Promotive Probationary Period

If the appointment resulted from a promotional examination the employee shall have the right of appeal and hearing before the Civil Service Commission. The Commission shall render a decision within 30 days after receipt of the notice of termination and may declare such person dismissed; or order such person reinstated to the position without prejudice, and the Commission may in its discretion order that the employee be paid salary from the time of the termination of the appointment; or order the return of such person to a position in the class from which that person was promoted and may reestablish the employee's eligibility to an eligible list for the same promotive class under such conditions as the Commission may deem just.

Applicability: Unless otherwise noted, the provisions of Article IV, Rule 17, apply to employees in all classes.

Sec. 17.15 **Termination During the Probationary Period (cont.)**

17.15.5 **Finality of Commission's Decision**

The decision of the Commission shall be final.

Sec. 17.16 **Commission Authority to Review All Probationary Terminations**

Nothing in these Rules shall preclude the Civil Service Commission from reviewing terminations for the purpose of future employability including terminations in the uniformed ranks of the Police and Fire Departments.

Rule 17

Probationary Period

Article V: Dismissal During Probationary Period

Incorporating Charter Section 8.340 into the Civil Service Commission Rules
Pursuant to Charter Section 8.320-1 Incorporating Former Charter Provisions
(Proposition C - November 5, 1991 Election)

Applicability: The provisions of Article I, Rule 17, apply only to employees in classes represented by the Transport Workers Union - Locals 200 and 250A, and to the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 17.17 Requirement for Probationary Period

Any person appointed to a permanent position shall serve a probationary period.

Sec. 17.18 Duration of Probationary Period

- 17.18.1** The Civil Service Commission shall by Rule establish a probationary period of not less than six months' service and up to a maximum of 12 months' service for each class;
- 17.18.2** Provided that the probationary period for entrance positions in the uniformed rank of the police department, fire department, and San Francisco International Airport police force shall be for 12 months except that, with respect to members of the uniformed ranks of the police department, the probationary period shall be completed after 12 months' service from the day following completion of the prescribed department field training officer program, but in no case to exceed 84 weeks from the date of appointment;
- 17.18.3** Provided further that probationary members of the uniformed ranks of the police department charged with breach of duty or misconduct shall be afforded the procedural rights set forth in Charter Section 8.343 for such charges.

Sec. 17.19 Probationary Period for Executive and Management Classes

Probationary periods of 12 months and up to a maximum of 24 months may be established for executive and management classes.

Applicability: The provisions of Article VI, Rule 17, apply only to employees in the classes enumerated.

Sec. 17.20 Probationary Period for Certain Miscellaneous Employees (cont.)

9141	Transit Manager II
9155	Claims Investigator
9156	Senior Claims Investigator
9157	Claims Adjuster
9158	Assistant Claims Adjuster
9173	Systems Safety Inspector
9217	Deputy Chief, Bureau of Airport Police
9241	Airport Electrician Supvr.
9344	Roofer Supervisor I
9350	Harbor Police Officer
9358	Crane Mechanic Supervisor
9360	Construction & Maintenance Supvr. II, Port

Sec. 17.21 Probationary Period for Certain Registered Nurse Classes

The Civil Service Commission has established a one-year probationary period for the classes listed below which are covered under Charter Section 8.403 - Compensation for Registered Nurse Classes:

2322	Head Nurse
2324	Nursing Supervisor
2326	Nursing Supervisor Psychiatric
2342	Head Nurse, Surgery
2350	Instructor of Nursing
2352	Asst. Dir. of Nursing, Staff Dev. & Research
2366	Asst. Director of Nurses, LHH
2368	Asst. Director of Nurses, SFGH

Sec. 17.22 Probationary Period for Appointees to the Entrance Uniformed Rank of the San Francisco Police Department

The probationary period for appointees to the entrance uniformed rank of the San Francisco Police Department (Class Q2) shall be completed after 12 months' service from the day following completion of the prescribed department field training officer program, but in no case to exceed 84 weeks from the date of appointment.

Sec. 17.23 Employees of the San Francisco Unified School District and the San Francisco Community College District

Employees in the following classes at the San Francisco Unified School District or the San Francisco Community College District shall serve a one-year probationary period:

- 1550 Exec. Asst. to the Board of Education
- 1661 Asst. Fiscal Officer Board of Education
- 1809 Administrative Asst. to the Supt. of Schools
- 1832 Business Manager, City College
- 1890 Manager, Data Processing, SFUSD
- 1939 Schools Warehouse Supervisor
- 2977 Education Integration Specialist
- 2979 Student Assignment Manager, Board of Ed.
- 2981 Manager, Intake Center, SFUSD
- 5269 School Architectural Coordinator
- 6340 School Construction Coordinator
- 7209 School Heating and Ventilation Supervisor
- 7262 Maintenance Planner, SFUSD
- 7263 Maintenance Manager, SFUSD
- 7374 Chief Engineer, KALW Station
- 9178 School Transportation Supervisor

Rule 18

Conflict of Interest

Applicability: Unless otherwise noted, the provisions of Rule 18 apply to employees in all classes.

Sec. 18.1 **Charter Restriction**

No officer or employee of the City shall engage in any activity, employment, business, professional work, or enterprise which is inconsistent, incompatible, or in conflict with official or assigned duties, or with the duties, functions and responsibilities of the employee or officer's appointing power, or the department, office or agency by which employed. Rules and regulations to effectuate the purposes and intent of the Charter may provide restrictions against activities, employment, and enterprise when such restrictions are found necessary for the preservation of the honor or efficiency of the City civil service, or for the protection of the best interests of the City service in any respect. (Section 8.105 of the Charter.)

Sec. 18.2 **Additional Part-Time Employment**

18.2.1 Except with the approval of the Human Resources Director as herein provided, no person holding a full-time position under permanent or temporary civil service appointment (other than officers and members of the Fire and Police Departments who are subject to the Rules of their respective Commission), shall engage in any employment, position or service (hereinafter for purposes of this section referred to collectively as "employment") in or out of the service of the City in which the employee is required to perform any duties for another employer or appointing officer, and for which the employee is to receive compensation in any form, including salary, wage, fee, commission, or emolument.

18.2.2 Officers or employees who offer their services as independent contractors are not required to obtain approval of the Human Resources Director under Section 18.2 of this Rule, but are governed by the provisions of Section 18.3. An independent contractor is one who is rendering services for another and is not under the control and direction of the other but is in the pursuit of an independent calling. For purposes of this Rule, the determination of an individual's status as an independent contractor is based upon a review of the person's income from the secondary activity, i.e., if deductions are made for Workers' Compensation, Social Security or Unemployment Insurance, then the person is not considered to be an independent contractor.

Applicability: Unless otherwise noted, the provisions of Rule 18 apply to employees in all classes.

Sec. 18.2 **Additional Part-Time Employment (cont.)**

18.2.3 Approval of the Human Resources Director, in accordance with the provisions of this Rule, shall be requested on a form provided by the Department of Human Resources. Such form shall include the following:

- 1) Approval of the appointing officer;
- 2) A statement reporting the nature of the other part-time employment;
- 3) The usual place of such other employment and the work schedule and number of hours of service required of the employee per day and per week;
- 4) The signature of the official or person for whom or under whom the employment is to be performed, and a statement by such person that it is understood that the employee is regularly employed in the City service on a full-time basis; and
- 5) A statement that approval, if granted, shall not be for more than six months, and if extension is desired, a new request form must be submitted.

18.2.4 Requests to engage in additional employment under the provisions of this Rule will not be approved by the Human Resources Director unless there is compliance with the following condition:

- 1) That the employment will not impair the efficiency or interfere in any way with the full and proper performance of the employee's regular civil service employment;
- 2) That the employment will not be in a field where substantial unemployment exists;
- 3) That reason exists such as economic need or other special reason for the employee to engage in such employment;
- 4) That the performance of such employment is in no way inconsistent, incompatible or in conflict with assigned civil service duties or responsibilities of the employee's department or appointing officer;
- 5) That the performance of such employment will not be contrary to the interests of the City service generally and will not lead to situations which would reflect discredit on the City service.

Applicability: Unless otherwise noted, the provisions of Rule 18 apply to employees in all classes.

Sec. 18.2 Additional Part-Time Employment (cont.)

18.2.4 (cont.)

6) That such employment will not require more than 20 hours per week, nor more than three hours in any day, or involve any duty whatsoever of the employee during the employee's regular City work schedule. An exception to the limitation of three hours of employment on any day may be made by the Human Resources Director when the additional employment is for the purpose of accepting relief assignments in any emergency service of the City government or when the Human Resources Director deems that other compelling reasons exist for the approval of an exception to the three hour limitation; and

7) That the employment will not be in a hazardous occupation that would involve a substantial risk of injury to the employee. The Human Resources Director will determine whether such employment is unduly hazardous and will be guided in making a determination by the Manual of Rules, Classifications and Basic Rates for Workers' Compensation Insurance as published by the California Inspection Rating Bureau.

Sec. 18.3 Activities Other Than Employment Where Income, Profit, or Other Gain is or May be Accrued

- 18.3.1** No officer or employee shall participate in any activity or enterprise where income, profit or other gain is or may be accrued, which could reflect on the honor or efficiency of the City service, or be contrary to the best interests of the City service in any respect.
- 18.3.2** Appointing officers shall report to the Commission those activities or enterprises which, in accordance with the provisions of this section, should be prohibited to specific classifications or positions or departmental units under their jurisdiction.
- 18.3.3** The Commission shall calendar such report of the appointing officer for hearing and shall give notice of such hearing to parties of interest. If the report, or any part of the report, of the appointing officer is approved by the Commission, the appointing officer shall make such information concerning the approval by the Commission known to each employee affected, and the engagement in any such activity or enterprise shall thereafter be prohibited.
- 18.3.4** No officer or employee shall be involved through secondary parties in the engagement of any activity or enterprise which the employee is prohibited from engaging in directly, nor in that connection shall the employee lend, convey, or authorize the use of any information or resources under the employee's control.

Applicability: Unless otherwise noted, the provisions of Rule 18 apply to employees in all classes.

Sec. 18.4 **Penalties**

Violation of this Rule shall be deemed insubordination, subject to disciplinary action as provided in Sections 8.341 and 8.342 of the Charter.

Sec. 18.5 **Human Resources Director to Act on Requests**

The Human Resources Director is authorized to consider and act on requests for approval of part-time employment or activity in addition to full-time civil service employment in accordance with the provisions and requirements of this Rule and subject to the appeal provisions as provided elsewhere in these Rules.

Applicability: The provisions of Rule 20 apply to all officers and employees except as noted or as specifically excluded, or except as may be superceded by a collective bargaining agreement for those employees subject to Charter Sections 8.409 and 8.590. However, all definitions in this Rule are applicable to employees in all classes.

Sec. 20.21 **Prohibition Against Employment While on Sick Leave Without Pay**

- 20.21.1** Employees are prohibited from working in any other employment when on sick leave without pay unless, after considering the medical reason for the sick leave without pay, the appointing officer with the approval of the Human Resources Director, grants permission for the employee to engage in outside employment.
- 20.21.2** Violators of this section are subject to disciplinary action.

Rule 20

Leaves of Absence

Article V: Compulsory Sick Leave

Applicability: The provisions of Rule 20 apply to all officers and employees except as noted or as specifically excluded, or except as may be superceded by a collective bargaining agreement for those employees subject to Charter Sections 8.409 and 8.590. However, all definitions in this Rule are applicable to employees in all classes.

Sec. 20.22 Compulsory Sick Leave

- 20.22.1** An appointing officer or designee who has reason to believe that an employee is not medically or physically competent to perform assigned duties, and if allowed to continue in employment or return from leave may represent a risk to co-workers, the public and the employee, may require the employee to present a medical report from a physician designated by the Human Resources Director certifying the employee's medical or physical competency to perform the required duties.
- 20.22.2** If the employee refuses to obtain such physician's certificate or if as a result of a medical evaluation, the employee is found not to be medically or physically competent, the appointing officer or designee may place the employee on compulsory sick leave and shall immediately report such action to the Human Resources Director.
- 20.22.3** An employee shall remain on compulsory sick leave until such time as the employee is found to be competent to return to duty by a physician designated by the Human Resources Director, but such leave shall not exceed the maximum period of sick leave provided in this Rule.
- 20.22.4** The employee placed on sick leave under the provisions of this section may appeal as provided under the appeal provisions of the Rules governing medical examination Rule.
- 20.22.5** An employee placed on compulsory sick leave is ineligible for employment with the City and County and shall be placed under waiver on all lists on which the employee's name appears and shall otherwise be unemployable.

Rule 20

Leaves of Absence

Article IX: Other Leaves of Absence

Applicability: The provisions of Rule 20 apply to all officers and employees except as noted or as specifically excluded, or except as may be superceded by a collective bargaining agreement for those employees subject to Charter Sections 8.409 and 8.590. However, all definitions in this Rule are applicable to employees in all classes.

Sec. 20.29 **Leave to Accept Other City and County Position**

- 20.29.1** Leave by an employee who has completed the probationary period to accept exempt or temporary appointment in the City and County service may be approved for the duration of such appointment. Such leave by a probationary employee is subject to the provisions of the Rule governing the Probationary Period.
- 20.29.2** Denial of such leave by the appointing officer is appealable as provided elsewhere in this Rule.

Sec. 20.30 **Educational Leave**

- 20.30.1** Educational leave is defined as leave for the purpose of educational or vocational training in a field related to the employee's current position and as any training to which a veteran is entitled pursuant to the laws of the United States or the State of California.
- 20.30.2** Educational leave may be approved for permanent appointees for a period of up to one year. Requests for educational leave of longer than one year must be renewed each year.
- 20.29.3** Denial of educational leave is appealable as provided elsewhere in this Rule.
- 20.30.4** An employee on educational leave shall not accept other employment without approval of the appointing officer and the Human Resources Director, except for employment in vacant positions with the City and County during school vacations.

Applicability: The provisions of Rule 20 apply to all officers and employees except as noted or as specifically excluded, or except as may be superceded by a collective bargaining agreement for those employees subject to Charter Sections 8.409 and 8.590. However, all definitions in this Rule are applicable to employees in all classes.

Sec. 20.30 Educational Leave (cont.)

20.30.5 As soon as records are available, the employee shall periodically present to the appointing officer a record of completed educational work. These records shall be maintained in such a manner as to be readily available for audit by Department of Human Resources staff. Failure to submit an acceptable record of completed educational work shall subject the employee to disciplinary action as provided in the Charter.

Sec. 20.31 Leave for Civilian Service in the National Interest

20.31.1 Civilian service in the national interest is defined as leave to serve with a federal, state or other public agency or non-profit organization in a program or in a capacity which the Human Resources Director deems to be in the national or general public interest.

20.31.2 Such leave may be approved for permanent appointees for a period of up to one year. Requests for such leave of longer than one year must be renewed each year.

20.30.3 Denial of such leave is appealable as provided elsewhere in this Rule.

Sec. 20.32 Leave for Employment as an Employee Organization Officer or Representative

20.32.1 Leave for employment as an employee organization officer or representative is defined as leave to serve full-time as an officer or representative of an employee organization whose membership includes City employees, or to attend a convention or other type of business meeting of an employee organization as an officer or delegate of the employee organization.

20.32.2 Leave for permanent appointees may be approved for the duration of such service.

20.32.3 Denial of such leave is appealable as provided elsewhere in this Rule.

Applicability: The provisions of Rule 20 apply to all officers and employees except as noted or as specifically excluded, or except as may be superceded by a collective bargaining agreement for those employees subject to Charter Sections 8.409 and 8.590. However, all definitions in this Rule are applicable to employees in all classes.

Sec. 20.33 **Family Care Leave**

20.33.1 **Definition of Family**

A unit of interdependent and interacting persons, related together over time by strong social and emotional bonds and/or by ties of marriage, birth, and adoption, whose central purpose is to create, maintain, and promote the social, mental, physical and emotional development and well being of each of its members.

20.33.2 Permanent employees who have one or more years of continuous service in any status may be granted up to one year of unpaid family care leave for the following reasons:

- 1) The birth of a biological child of the employee;
- 2) The assumption by the employee of parenting or child rearing responsibilities. Family care leave does not apply to an employee who temporarily cares for a child for compensation, such as a paid child care worker;
- 3) The serious illness or health condition of a family member of the employee, the employee's spouse or domestic partner, a parent of the employee or the employee's spouse or domestic partner, the biological or adoptive child of the employee, or a child for whom the employee has parenting or child rearing responsibilities; or
- 4) The mental or physical impairment of a family member of the employee, the employee's spouse or domestic partner, a parent of the employee or the employee's spouse or domestic partner, the biological or adoptive child of the employee, or a child for whom the employee has parenting or child rearing responsibilities, which impairment renders that person incapable of self-care.

20.33.3 Family care leave is unpaid leave. Such leave may be granted in addition to accumulated compensatory time off, vacation time, floating holiday time or sick leave as specified under Sick Leave - Illness or Medical Appointment of Child.

20.32.4 Denial of family care leave is appealable as provided elsewhere in this Rule.

Applicability: The provisions of Rule 20 apply to all officers and employees except as noted or as specifically excluded, or except as may be superceded by a collective bargaining agreement for those employees subject to Charter Sections 8.409 and 8.590. However, all definitions in this Rule are applicable to employees in all classes.

Sec. 20.34 **Witness or Jury Duty Leave**

- 20.34.1** An employee who is summoned as a witness on behalf of the City and County or juror for a judicial proceeding shall be entitled to leave with pay less the amount of juror or witness fee paid for the period required for such service (Charter Section 8.400G). An employee who is summoned to serve as a witness in cases which involve outside employment or personal business affairs shall be placed on leave without pay unless vacation leave or compensatory time is requested and granted.
- 20.34.2** Paid witness or jury duty leave shall be only from an employee's scheduled duty time and shall not include hours outside of scheduled hours of work or on days off.
- 20.34.3** Such employees shall notify the appointing officer immediately upon receiving notice of jury duty.
- 20.34.4** An employee who takes vacation leave while on witness or jury duty leave shall receive regular salary.
- 20.34.5** Approved leaves granted under this section shall not extend the probationary period.

Sec. 20.35 **Holiday Leave**

Holiday leave shall be as provided by ordinance of the Board of Supervisors.

Sec. 20.36 **Vacation Leave**

Vacation leave shall be as provided in the Charter and by ordinance of the Board of Supervisors.

Sec. 20.37 **Involuntary Leave of Absence**

- 20.37.1** Whenever it becomes necessary to effect a reduction in force due to lack of work or lack of funds which shall result in the displacement of a permanent or probationary appointee from the City and County service, an appointing officer, notwithstanding other provisions of these Rules governing leaves of absence, shall place such employees on a leave of absence of an involuntary nature unless the employee elects to be laid off.

Rule 21

Layoff

Article I: Rules Prescribed - Authority

Applicability: The provisions of Rule 21 apply to all officers and employees except as noted or as specifically excluded, or except as may be superceded by a collective bargaining agreement for those employees subject to Charter Sections 8.409 and 8.590. However, all definitions in this Rule are applicable to employees in all classes.

Sec. 21.1 **Rules Prescribed - Authority**

- 21.1.1** Under the authority of Section 3.66l of the Charter of the City and County of San Francisco, the Civil Service Commission of the City and County of San Francisco does prescribe and adopt the following Rule which shall have the force and effect of law.
- 21.1.2** The Human Resources Director shall be responsible for administering and making effective the provisions of this Rule, and establishing such administrative controls as may be necessary.
- 21.1.3** In all matters pertaining to interpretation of this Rule, the decision of the Commission shall be final.

Rule 21 Layoff

Article II: Seniority

Applicability: The provisions of Rule 21 apply to all officers and employees except as noted or as specifically excluded, or except as may be superceded by a collective bargaining agreement for those employees subject to Charter Sections 8.409 and 8.590. However, all definitions in this Rule are applicable to employees in all classes.

Sec. 21.2 **Determination of Seniority**

- 21.2.1** Except as may otherwise be provided in this Rule, seniority shall be determined as follows:

1) Permanent

Seniority for permanent appointees shall be determined by the date of certification which resulted in a permanent appointment to a position in a class in a department. Seniority for appointees granted status or permanent tenure to a class shall be determined by the date of certification in the class from which status or permanent tenure was granted.

2) Temporary from Eligible List

Seniority for temporary employees appointed from an eligible list shall be determined by the date of certification which resulted in a temporary appointment to a position in a class in a department.

3) Limited Tenure

Sec. 21.2.1-3 applies only to employees in classes represented by the Transport Workers Union, Local 200 and 250A; and the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911 and Firefighters, Local 798.

Seniority for limited tenure appointees shall be determined by the date an appointee starts to work in a current continuous limited tenure appointment in a department. Seniority in the event of ties shall be determined by the appointing officer whose decision shall be final.

- 21.2.2** Excluding involuntary leave as provided elsewhere in this Rule, seniority shall not be affected or reduced by current or previous periods of authorized leave of absence or authorized reduction in work schedules.

Applicability: The provisions of Rule 21 apply to all officers and employees except as noted or as specifically excluded, or except as may be superceded by a collective bargaining agreement for those employees subject to Charter Sections 8.409 and 8.590. However, all definitions in this Rule are applicable to employees in all classes.

Sec. 21.2 **Determination of Seniority (cont.)**

- 21.2.3** In calculating permanent seniority in a class, temporary seniority in the same class shall not be added to permanent seniority in a class.
- 21.2.4** In calculating temporary seniority in a class, permanent seniority in the same class shall be added to temporary seniority in a class.

Sec. 21.3 **Tie Scores in Seniority**

- 21.3.1** In the event of ties, seniority of civil service appointees shall be determined by rank on the eligible list. In determining rank, earlier eligible lists have priority over later eligible lists and promotive lists have absolute priority over entrance lists.
- 21.3.2** In the event of a tie in rank among appointees from lists of eligibles adopted on or after December 6, 1991, except for members of the uniformed ranks of the San Francisco Fire Department, the methods listed below shall be used to determine seniority in the following order of priority until the tie is broken. First, the appointee with the longest continuous service in the class under permanent civil service appointment regardless of department shall be ranked above appointees with lesser service in the class; then, the appointee with the longest continuous citywide service under permanent civil service appointment regardless of class shall be ranked above appointees with lesser citywide service; finally, if the tie has not been broken by the preceding methods, it shall be broken by lot in the manner prescribed by the Human Resources Director and conducted under the supervision of the Human Resources Director or a designee. The decision of the Human Resources Director shall be final and shall not be reconsidered by the Commission. In no case shall service before resignation and reappointment or discharge and reemployment be included in determining length of service for the purposes of this section.
- 21.3.3** Ties in seniority among members of the uniformed ranks of the San Francisco Fire Department appointed from lists adopted on or after December 6, 1991 shall be determined by a Rule adopted by the Fire Commission. This rule and any amendments thereto shall be subject to the approval of the Civil Service Commission, and when so approved by the Commission, shall be deemed as included in this subsection.
- 21.3.4** Seniority acquired in a recognized craft apprenticeship program with the City and County shall be added to seniority in the journey-level class.

Applicability: The provisions of Rule 21 apply to all officers and employees except as noted or as specifically excluded, or except as may be superceded by a collective bargaining agreement for those employees subject to Charter Sections 8.409 and 8.590. However, all definitions in this Rule are applicable to employees in all classes.

Sec. 21.4 Establishment and Verification of Seniority Roster

- 21.4.1** When a layoff is imminent, an appointing officer shall notify the Department of Human Resources as to the class or classes affected.
- 21.4.2** If requested by the Human Resources Director, the appointing officer shall provide a seniority roster including, but not limited to, the name, status, certification date, and rank on eligible list of all employees in the affected classes and the number of such employees to be laid off.
- 21.4.3** The Human Resources Director, upon verification of the seniority roster, shall notify the appointing officer of the names of those employees to be laid off.
- 21.4.4** Whenever possible the appointing officer must notify affected employees sufficiently in advance of a layoff.

Rule 21 Layoff

Article IV: Layoff - Provisional and Temporary Appointees

Applicability: The provisions of Rule 21 apply to all officers and employees except as noted or as specifically excluded, or except as may be superceded by a collective bargaining agreement for those employees subject to Charter Sections 8.409 and 8.590. However, all definitions in this Rule are applicable to employees in all classes.

Sec. 21.8 Layoff - Provisional Appointees

Except as provided, provisional appointees shall be laid off at the discretion of the appointing officer; except that entrance provisional employees shall be laid off prior to the layoff of any promotive provisional appointees in the same class. Provisional appointees who hold permanent status in another class and who are laid off shall revert to their permanent positions.

Sec. 21.9 Layoff - Non-Civil Service Appointees

Sec. 21.9 applies only to employees in classes represented by the Transport Workers Union - Locals 200 and 250A, and members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Non-civil service appointees shall be laid off at the discretion of the appointing officer.

Sec. 21.10 Layoff - Limited Tenure Appointees

Sec. 21.10 applies only to classes represented by the Transport Workers Union - Locals 200 and 250A, and members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

The layoff of a limited tenure appointee shall be governed by the following provisions:

- 21.10.1** The limited tenure appointee with the least seniority in the class in the department shall be laid off first except if a more senior limited tenure appointee elects to be laid off. In the event of a conflict, the limited tenure appointee with the greater seniority shall have preference.
- 21.10.2** Entrance limited tenure employees shall be laid off prior to the layoff of any promotional limited tenure appointees in the same class.

Applicability: The provisions of Rule 21 apply to all officers and employees except as noted or as specifically excluded, or except as may be superceded by a collective bargaining agreement for those employees subject to Charter Sections 8.409 and 8.590. However, all definitions in this Rule are applicable to employees in all classes.

Sec. 21.10 Layoff - Limited Tenure Appointees (cont.)

Sec. 21.10 applies only to classes represented by the Transport Workers Union - Locals 200 and 250A, and members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

- 21.10.3** Limited tenure appointees who hold permanent status in another class and who are laid off shall revert to their permanent positions.

Sec. 21.11 Temporary Appointees from Eligible List

- 21.11.1** Order of layoff for temporary appointees shall be by class within a department, by inverse order of seniority except if a more senior temporary appointee elects to be laid off. In the event of a conflict, the temporary appointee with the greater seniority shall have preference.
- 21.11.2** The names of temporary appointees who are laid off shall be returned to the eligible lists from which appointed for further certification if such lists are still in existence.

Applicability: The provisions of Rule 21 apply to all officers and employees except as noted or as specifically excluded, or except as may be superceded by a collective bargaining agreement for those employees subject to Charter Sections 8.409 and 8.590. However, all definitions in this Rule are applicable to employees in all classes.

Sec. 21.14 Reinstatement from Entrance Appointment (cont.)

- 21.14.3** or, if options 1 and 2 are exhausted or if the employee had no permanent status prior to appointment in the class from which laid off; the employee, subject to the approval of the Commission, may be appointed to a position in a class similarly related to the class from which the layoff occurred provided such action shall not adversely affect an incumbent certified from an eligible list. The Human Resources Director shall designate and recommend such classes to the Commission.

Sec. 21.15 Requirement for Probationary Period

Reinstatement to a position other than the position in the class and department in which permanently employed immediately prior to appointment in the class from which laid off shall require the appointee to serve a new probationary period.

Sec. 21.16 Seniority Date Upon Reinstatement

- 21.16.1** Employees who are reinstated to a position held on a permanent basis immediately prior to appointment in the class from which laid off shall return with their original seniority date in the class.
- 21.16.2** Employees who are reinstated to a position in which they have had no prior permanent service shall have seniority calculated from the date of certification to the class from which laid off.

Sec. 21.17 Layoff - Promotive Appointees

An employee laid off from a promotive appointment shall be either:

- 21.17.1** Restored to a position in the class and department from which promoted. If necessary, layoffs in the classes affected shall follow;
- 21.17.2** Or, as directed by the Human Resources Director, appointed in rank order of seniority in the class to a position not filled by a permanent appointee in the class from which promoted in any other city department;
- 21.14.3** Or, if options 1 and 2 are exhausted, the employee, subject to the approval of the Commission, may be appointed to a position in a class similarly related to the class from which the layoff occurred or to an appropriate lower rank class provided such action shall not adversely affect the permanent incumbents. The Human Resources Director shall designate and recommend such classes to the Commission.

Applicability: The provisions of Rule 21 apply to all officers and employees except as noted or as specifically excluded, or except as may be superceded by a collective bargaining agreement for those employees subject to Charter Sections 8.409 and 8.590. However, all definitions in this Rule are applicable to employees in all classes.

Sec. 21.17 Layoff - Promotive Appointees (cont.)

- 21.17.4** An employee who has completed the probationary period in a promotive appointment that is two or more steps higher in an occupational series than the permanent position from which promoted may be returned to a position in the City and County service in the next lower ranks. If necessary, layoffs in the classes affected shall follow.
- 21.17.5** For the purposes of this section, seniority in the intermediate class or classes shall be calculated from the date of certification in the higher class or in a class designated by the Human Resources Director as similarly related to the intermediate class.
- 21.17.6** If the employee laid off is the least senior employee in the intermediate rank(s), the employee shall be placed on holdover list(s) for such intermediate rank(s) and shall be restored to the class from which promoted.

Sec. 21.18 Requirement for Probationary Period

Reinstatement to a position other than the position in the class and department from which promoted shall require the appointee to serve a new probationary period.

Sec. 21.19 Reinstatement with Employee's Original Seniority in the Class

Employees who are reinstated from a promotive appointment are restored with their original seniority in the class, if any.

Rule 21 Layoff

Article VII: Classes with Citywide Seniority for Layoff Purposes

Applicability: The provisions of Article VII, Rule 21, apply only to employees in the classes enumerated.

Sec. 21.20 Classes With Citywide Seniority For Layoff Purposes

2708	Custodian
3402	Farmer
3417	Gardener
3428	Nursery Specialist
3434	Tree Topper
5310	Surveyor's Field Assistant
5312	Surveyor
6318	Construction Inspector
7306	Automotive Body And Fender Worker
7309	Car And Auto Painter
7311	Cement Mason
7313	Automotive Machinist
7318	Electronic Maintenance Technician
7319	Electric Motor Repairer
7326	Glazier
7328	Operating Engineer, Universal
7332	Maintenance Machinist
7333	Apprentice Stationary Engineer
7334	Stationary Engineer
7338	Electrical Line Worker
7344	Carpenter
7345	Electrician
7346	Painter
7347	Plumber
7348	Steamfitter
7355	Truck Driver
7358	Pattern Maker
7360	Pipe Welder
7367	Radio Technician
7372	Stationary Engineer, Sewage Plant
7375	Apprentice Stationary Engineer, Sewage Plant
7376	Sheet Metal Worker
7381	Automotive Mechanic
7388	Utility Plumber
7392	Window Cleaner
7395	Ornamental Iron Worker
7404	Asphalt Finisher
7410	Automotive Service Worker
7434	Maintenance Machinist Helper
7450	Shade And Drapery Worker
7514	General Laborer

Rule 22

Employee Separation Procedures

Article I: Separation Procedures

Applicability: The provisions of Rule 22 apply to all officers and employees except as noted or as specifically excluded, or except as may be superceded by a collective bargaining agreement for those employees subject to Charter Sections 8.409 and 8.590. However, all definitions in this Rule are applicable to employees in all classes. If there is any conflict in the provisions of this Rule and relevant Charter Sections, the Charter language prevails.

Sec. 22.1 Rules of Procedure Governing Separation Hearings

22.1.1 This Article prescribes the procedures governing the separation of the following:

Sec. 22.1.1 applies to employees in all classes except employees in classes represented by the Transport Workers Union - Locals 200 and 250A, and members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911 and Firefighters, Local 798.

1. Temporary employee from a list
2. Dismissal of permanent employee

22.1.2 This Article prescribes the procedures governing the separation of the following:

Sec. 22.1.2 applies only to employees in classes represented by the Transport Workers Union - Locals 200 and 250A, and the members of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798

1. Temporary employee from a list
2. Limited tenure employee
3. Dismissal of permanent employee

22.1.3 A notice of termination on the form prescribed by the Human Resources Director from the appointing officer to the employee detailing the specific reason(s) for the termination, shall serve as official notice of such termination. The notice of termination shall be sent by certified mail or personally delivered. Copies of the termination form must be filed in the Department of Human Resources. The termination must be approved in accordance with Section 3.501 of the Charter.

Applicability: The provisions of Rule 22 apply to all officers and employees except as noted or as specifically excluded, or except as may be superseded by a collective bargaining agreement for those employees subject to Charter Sections 8.409 and 8.590. However, all definitions in this Rule are applicable to employees in all classes. If there is any conflict in the provisions of this Rule and relevant Charter Sections, the Charter language prevails.

Sec. 22.1 Rules of Procedure Governing Separation Hearings (cont.)

22.1.4 The notice of termination must include the following information:

- 1) The employee has the right to a hearing before the Civil Service Commission provided that a request for hearing is made in writing and is received by the Executive Officer within 20 calendar days from the date of termination of appointment or from the date of mailing of the Notice of Termination whichever is later. In the event the 20th day falls on a non-business day, the deadline shall be extended to the close of business of the first business day following the 20th day.
- 2) The decision of the Civil Service Commission may affect any future employment with the City and County of San Francisco.
- 3) Representation by an attorney or authorized representative of the employee's choice at the inquiry;
- 4) Notification of date, time and place of inquiry a reasonable time in advance; and
- 5) Inspection by the employee's attorney or authorized representative of those records and materials on file with the Executive Officer which related to the termination.

22.1.5 Any interested party may request a continuance of the inquiry.

22.1.6 The stated reason(s) for the termination must be enumerated. Records of warnings, reprimands and previous suspensions, if applicable to the reasons for termination, must be attached to the termination form.

22.1.7 To the extent practicable, the departmental representative who has the most complete personal knowledge of the facts which constitute the basis for the termination shall appear when the matter is to be considered by the Commission. The matter will be heard in accordance with the procedures provided elsewhere in these Rules. Interested parties may record the inquiry if they provide the necessary equipment.

Rule 22

Employee Separation Procedures

Article II: Termination of Temporary Employee

Applicability: The provisions of Rule 22 apply to all officers and employees except as noted or as specifically excluded, or except as may be superceded by a collective bargaining agreement for those employees subject to Charter Sections 8.409 and 8.590. However, all definitions in this Rule are applicable to employees in all classes. If there is any conflict in the provisions of this Rule and relevant Charter Sections, the Charter language prevails.

Sec. 22.5 Procedure for Termination of Temporary Employee

- 22.5.1** A temporary employee may be terminated for cause by an appointing officer at any time. The notification and hearing procedure shall be in accordance with the provisions of this Rule.
- 22.5.2** The Commission shall take one or more of the following actions:
- 1) Declare the person dismissed from the service and remove the name of the person from the eligible list;
 - 2) Order the name of the person removed from any other list or lists on which the person has eligibility;
 - 3) Restrict future employment as it deems appropriate;
 - 4) Return the name of the person to the eligible list from which appointed without restriction or under such conditions for further appointment as it deems appropriate. If the list from which the terminated employee was appointed has expired, the name of the employee may be placed on a reemployment register for the class for an additional period of eligibility of 12 months under such conditions for further appointment as the Commission deems appropriate.

Rule 22

Employee Separation Procedures

Article III: Termination of Limited Tenure Employee

Applicability: The provisions of Article III, Rule 22, apply to employees in classes represented by the Transport Workers Union - Local 200 and 250A; and members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association and Firefighters, Local 798. However, all definitions in Rule 22 are applicable to employees in all classes.

Sec. 22.6 Procedure for Termination of Limited Tenure Employee

- 22.6.1** A limited tenure employee may be terminated for good cause by an appointing officer at any time with the approval of the Commission. The notification and hearing procedure shall be in accordance with the provisions this Rule.
- 22.6.2** The Commission shall take one or more of the following actions:
- 1)** Approve the termination and declare the person dismissed from the service.
 - 2)** Order the name of the person removed from any regular eligible list or lists on which the person may have standing.
 - 3)** Restrict future employment as it deems appropriate.
 - 4)** Disapprove the termination and reinstate the person to the department.

Applicability: The provisions of Rule 22 apply to all officers and employees except as noted or as specifically excluded, or except as may be superceded by a collective bargaining agreement for those employees subject to Charter Sections 8.409 and 8.590. However, all definitions in this Rule are applicable to employees in all classes. If there is any conflict in the provisions of this Rule and relevant Charter Sections, the Charter language prevails.

Sec. 22.7 Procedure for Dismissal of Regular Permanent Employee Except Members of the Uniformed Ranks of the Police and Fire Departments (cont.)

22.7.5 Hearing Officer - Challenge of Employee (cont.)

3) Should the challenge cause the department to incur expense through the cancellation of the hearing officer, shorthand reporter, etc., such expenses shall be borne by the employee in keeping with the section on costs below. If the employee has been placed on suspension pending the hearing, any delay in the hearing occasioned through challenge or replacement of a hearing officer shall be considered a delay of the hearing by act of the accused employee and shall extend indefinitely the 30-day period referred to in Charter Section 8.341;

4) In the event that the appointing officer shall determine that the hearing officer cannot afford the employee a fair hearing, the appointing officer shall immediately make arrangement to obtain the services of another hearing officer in accordance with the methods stated above.

22.7.6 Hearing Officer - Evidence to be Considered

The hearing officer shall decide the case on the basis of the evidence presented. The hearing officer shall determine whether the accused employee has adhered to the applicable orders, Rules, regulations, ordinances, charter provisions, or applicable sections of any memoranda of agreement or memoranda of understanding. The hearing officer shall be prohibited from considering the relative merits or social desirability of such orders, Rules, regulations, ordinances, Charter provisions or sections of memoranda of agreement or memoranda of understanding as may be applicable to the case.

22.7.7 Hearing Officer - Decision

Within five working days of the close of the hearing, unless specifically exempted for good cause by the appointing officer, the hearing officer shall notify the appointing officer in writing of a decision in the case. The hearing officer shall be limited to the following options in deciding the case:

1) The hearing officer may exonerate the employee in which case the record may, at the discretion of the hearing officer, be expunged and the employee may receive back pay for all time lost;

Applicability: The provisions of Rule 22 apply to all officers and employees except as noted or as specifically excluded, or except as may be superceded by a collective bargaining agreement for those employees subject to Charter Sections 8.409 and 8.590. However, all definitions in this Rule are applicable to employees in all classes. If there is any conflict in the provisions of this Rule and relevant Charter Sections, the Charter language prevails.

Sec. 22.7 Procedure for Dismissal of Regular Permanent Employee Except Members of the Uniformed Ranks of the Police and Fire Departments (cont.)

22.7.7 Hearing Officer - Decision (cont.)

2) The hearing officer may find the employee guilty as charged, in which case the following provisions apply:

- the hearing officer may order the employee returned to work but without back pay for any time not worked between the time charges were made and the time of the hearing or the time the hearing officer renders a decision, whichever is longer;
- the hearing officer may suspend the employee without pay but may not at her/his discretion, order back pay for any periods not worked prior to the hearing; or
- the hearing officer may dismiss the employee.

22.7.8 Notification of Decision of Hearing Officer

Within five working days after the appointing officer receives written notification of the decision of the hearing officer, the appointing officer shall inform the employee in writing of the decision of the hearing officer and shall, by copies of this correspondence and the written notification from the hearing officer, inform the Civil Service Commission of the decision and the action taken.

22.7.9 Costs

1) The department bringing charges against an employee shall pay all fees for hearing officers and court reporters, and, if required, the cost of preparation of the transcript with the following exception:

2) If additional costs are incurred as a result of any request of the employee (such as costs occasioned by the untimely postponement of a hearing, challenges of hearing officer, etc.), all such additional costs, such as cancellation fees or fees when court reporters cannot be notified of the cancellation of a hearing within their established and customary limits, shall be borne by the employee.

Applicability: The provisions of Rule 22 apply to all officers and employees except as noted or as specifically excluded, or except as may be superceded by a collective bargaining agreement for those employees subject to Charter Sections 8.409 and 8.590. However, all definitions in this Rule are applicable to employees in all classes. If there is any conflict in the provisions of this Rule and relevant Charter Sections, the Charter language prevails.

Sec. 22.8 **Procedure for Hearing on Charges Against an Employee When the Appointing Officer Neglects or Refuses to Act**

- 22.8.1** When the appointing officer neglects or refuses to act pertaining to the removal of any employee subject to the civil service provisions of the Charter, the Commission may hear and determine any charge filed by a citizen, or by any member of or by an authorized agent of the Commission. In rendering its decision, the Commission shall determine the charges and may exonerate, suspend or dismiss the accused employee in accordance with the provisions of Section 8.341 of the Charter.
- 22.8.2** The appointing officer or the departmental representative shall appear when the matter is to be considered. The matter will be heard in accordance with this procedure provided elsewhere in these Rules.

Rule 22

Employee Separation Procedures

Article V: Resignation - Services Unsatisfactory

Applicability: The provisions of Rule 22 apply to all officers and employees except as noted or as specifically excluded, or except as may be superceded by a collective bargaining agreement for those employees subject to Charter Sections 8.409 and 8.590. However, all definitions in this Rule are applicable to employees in all classes. If there is any conflict in the provisions of this Rule and relevant Charter Sections, the Charter language prevails.

Sec. 22.9 Procedure for Review of Resignation - Services Unsatisfactory

22.9.1 Notice of Proposed Action

If the services of a resignee are to be designated as unsatisfactory, the appointing officer or designated representative shall notify the resignee of intention to so certify the resignation. The resignee shall be informed of the reasons for this determination and shall be offered an opportunity for review by the appointing officer or designated representative.

22.9.2 Action by Appointing Officer

As a result of review, if such review is requested by the resignee, the appointing officer may amend or sustain the certification of services.

22.9.3 Notification to Employee

If the appointing Officer amends the resignation, the resignee shall immediately be notified by copy of the resignation form with services clearly marked satisfactory. If the appointing officer sustains the original determination, the appointing officer shall immediately notify the resignee on the separation form prescribed by the Department of Human Resources.

22.9.4 Report Requirement

A resignation certified by the appointing officer as services unsatisfactory shall be accompanied with a statement of the reasons for this action and shall contain a statement that the notification and review procedure outlined above was completed.

Applicability: The provisions of Rule 22 apply to all officers and employees except as noted or as specifically excluded, or except as may be superceded by a collective bargaining agreement for those employees subject to Charter Sections 8.409 and 8.590. However, all definitions in this Rule are applicable to employees in all classes. If there is any conflict in the provisions of this Rule and relevant Charter Sections, the Charter language prevails.

Sec. 22.9 Procedure for Review of Review of Resignation - Services Unsatisfactory (cont.)

22.9.5 Commission Review

The Commission shall consider the resignations of persons whose services have been designated as unsatisfactory provided that a request for review is made in writing and is received in the commission office within 20 calendar days of the date of mailing of the Notice of Separation designating the services as unsatisfactory. In the event the 20th day falls on a non-business day, the deadline shall be extended to the close of business on the first business day following the 20th day. The Commission shall take one or more of the following actions:

- 1) Accept the resignation as certified;
- 2) Remove the name of the resignee from other eligible lists on which the eligible's name appears;
- 3) Restrict participation in future examinations as it deems just;
- 4) Restrict future employment as it deems just;
- 5) Accept the resignation as certified and order that future employment be without restriction including the right to request reappointment; or
- 6) Remand the resignation to the appointing officer for reconsideration.

22.9.6 Failure to Request Review

1) Failure to request a Commission review within the 20-day period provided above shall result in: the adoption of the departmental recommendation as approved by the Human Resources Director; or the cancellation of all current examination and eligibility status; and all future applications shall be subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the city and county service.

2) This action shall be final and shall not be subject to reconsideration unless the person can present evidence in writing of being unable to communicate with the Commission within 30 days of being able to so communicate. All requests for reconsideration shall be in writing and shall be processed in accordance with the procedure for reconsideration provided elsewhere in these Rules.

Applicability: The provisions of Rule 22 apply to all officers and employees except as noted or as specifically excluded, or except as may be superceded by a collective bargaining agreement for those employees subject to Charter Sections 8.409 and 8.590. However, all definitions in this Rule are applicable to employees in all classes. If there is any conflict in the provisions of this Rule and relevant Charter Sections, the Charter language prevails.

Sec. 22.9 Procedure for Review of Review of Resignation - Services Unsatisfactory (cont.)

22.9.7 Hearing Procedures

Hearings pursuant to this Rule shall be conducted in accordance with the procedures provided elsewhere in these Rules.

22.9.8 Waiver of Employment

Pending final action, the resignee shall be ineligible for all employment.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MEMORANDUM CSC No. 96-13

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

ORGE KOSTUROS
COMMISSIONER

J. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ERT C. WALKER
EXECUTIVE OFFICER

Date: October 4, 1996

To: Department Heads
Personnel Officers
Personnel Representatives
Employee Organization Representatives

DOCUMENTS DEPT.

OCT 07 1996

SAN FRANCISCO
PUBLIC LIBRARY

From: Albert C. Walker
Executive Officer
Civil Service Commission

SUBJECT: Civil Service Commission Rules Change Number 96-6;
Subject Index for the 1996 Edition of the Civil Service
Commission Rules.

Attached for inclusion in your copy of the 1996 Edition of the Civil Service Commission Rules is a Subject Index. The Index consists of 29 pages dated 9/30/96 and marked as pages "Index 1" through "Index 29." Insert this new Index at back of the Civil Service Commission Rules.

Also attached are two revised pages dated 9/30/96 to replace the corresponding pages dated 1/8/96 in your copy of the Rules: the second page of the Table of Contents (page ii) has been amended to reflect the addition of the Subject Index and the Amendment Control Sheet (page xi) has been updated to include this Rules Change (No. 96-6) adding the Subject Index.

The members of the Civil Service Commission and their staff are pleased to provide this new Index and are hopeful that it will facilitate your use of the Civil Service Commission Rules. Please feel free to photocopy as many additional copies of this Subject Index as is required.

Please call me at 554-474, if there are questions about the Subject Index or the Civil Service Commission Rules.

CIVIL SERVICE COMMISSION

Albert C. Walker
Executive Officer

Attachment

Rules - Table of Contents, Chapter II (cont.)

Rule 15	Exempt Employment of Individuals Who are Severely Disabled, page 15.1
Rule 16	Medical Examinations, page 16.1
Rule 17	Probationary Period, page 17.1
Rule 18	Conflict of Interest, page 18.1
Rule 19	Resignation, page 19.1

Chapter III**Miscellaneous Rules and Rules Governing Employee Separations**

Rule 20	Leaves of Absence, page 20.1
Rule 21	Layoff, page 21.1
Rule 22	Employee Separation Procedures, page 22.1

Chapter IV**Rules posted by the Civil Service Commission for deletion**

(until final action is taken by the Commission, the Rules in Chapter IV are in full force and effect)

Rule X9D	Promotional Examinations for Employees on Military Leave, page X9D.1
Rule X18	Employee Relations - Grievance Procedure, page X18.1
Rule X23	Standing and Special Committees, page X.23.1
Rule X24	Apprenticeship Program, page X24.1
Rule X27	Temporary Exchanges for Training Purposes, page X27.1
Rule X28	Employee Training Reimbursement Program, page X28.1
Rule X30	Personnel Service Records, page X30.1
Rule X31	Overtime, page X.25

Amendment Control Sheet

1996 Edition - CSC Rules

[illegible]



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MEMORANDUM CSC No. 96-15

KAREN CLOPTON
PRESIDENT

Date: November 22, 1996

To: Department Heads
Personnel Officers
Personnel Representatives
Employee Organization Representatives

DOCUMENTS DEPT.

DEC 02 1996

SAN FRANCISCO
PUBLIC LIBRARY

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

From: Albert C. Walker
Executive Officer
Civil Service Commission

A. LEE MUNSON
COMMISSIONER

SUBJECT: Civil Service Commission Rules Change Number 96-7; Amendment to Civil Service Commission Rule 13 - Certification of Eligibles, Article VI - Classes for which the Rule of Three Scores is Used Exclusively

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

At its meeting of November 18, 1996, the Civil Service Commission adopted a proposed amendment to Civil Service Commission Rule 13 - Certification of Eligibles, Article VI - Classes for which the Rule of Three Scores is Used Exclusively. This amendment modifies the Rule to allow use of broader certification rules when there is mutual agreement between the employee organization representing the class covered by this section and the Human Resources Director.

Attached for inclusion in your copy of the Civil Service Commission Rules are reissued pages 13.16, 13.17, 13.18, 13.19, and 13.20 dated 11/22/96 to replace the corresponding pages dated 8/30/96 and 3/22/96. These reissued pages reflect the changes made by the Civil Service Commission on November 18, 1996 as well as the deletion from the list of classes those classes which have been abolished.

Also attached is a copy of the Amendment Control Sheet (page xi) dated 11/22/96 updated to reflect this change. This page is to replace the corresponding page dated 9/30/96.

Please call me at 554-4747, if there are questions about this Rules change.

CIVIL SERVICE COMMISSION

ALBERT C. WALKER
Executive Officer

Attachments

[illegible]

Applicability: Unless otherwise noted, the provisions of Article V, Rule 13 apply to employees in all classes.

Sec. 13.6 **Waivers (cont.)**

13.6.5 **Withdrawal of Waivers (cont.)**

3) Withdrawal of waivers which have been imposed by the Commission or the Human Resources Director may be authorized at any time and become effective the first business day of the following month unless specifically ordered otherwise.

4) Withdrawal of waivers shall not interfere with nor affect the rights of eligibles next in line for certification to whom Notices of Certification have already been mailed and who have been or may be appointed in response to such notices.

5) Immediate withdrawal of waiver may be authorized by the Human Resources Director, if it is determined that such immediate withdrawal of waiver is in the best interests of the Service.

Sec. 13.7 **Change of Address**

In all cases of change of address, the Department of Human Resources must be notified in writing separately for each class involved. Notice of change of address to the post office and/or the employee's current department only shall not be a reasonable excuse for special consideration in case of failure to respond to any notice within time limits.

Rule 13

Certification of Eligibles

Article VI: Classes for which the Rule of Three Scores is Used Exclusively

Applicability: Article VI, Rule 13, applies only to employees in the classes enumerated in this Article.

Sec. 13.8 Rule of Three Scores Classes

The Rule of Three Scores shall be used exclusively for the following classes:

Class

No. Title

1466	Meter Reader
3402	Farmer
3417	Gardener
3418	Gardener Assistant Supervisor
3419	Municipal Stadiums Groundskeeper
3422	Park Section Supervisor
3424	Pest Control Specialist
3428	Nursery Specialist
3430	Chief Nursery Specialist
3432	Assistant Director, Arboretum
3434	Tree Topper
3436	Tree Topper Supervisor I
3440	Landscaping and Street Planting Supervisor
6235	Heat and Ventilation Inspector
6236	Boiler Inspector
6238	Senior Boiler Inspector
6242	Plumbing Inspector
6244	Chief Plumbing Inspector
6248	Electrical Inspector
6249	Senior Electrical Inspector
6250	Chief Electrical Inspector
6252	Line Inspector
7110	Mobile Equipment Assistant Supervisor
7126	Mechanical Shop and Equipment Superintendent
7134	Water Construction and Maintenance Superintendent
7136	Water Shops and Equipment Superintendent
7203	Building and Grounds Maintenance Supervisor
7204	Chief Water Service Inspector
7205	Chief Stationary Engineer
7210	Mobile Equipment Supervisor
7213	Plumber Supervisor I
7214	Electrical Transit Equipment Supervisor
7215	General Laborer Supervisor I

Applicability: Article VI, Rule 13, applies only to employees in the classes enumerated in this Article.

Sec. 13.8 **Rule of Three Scores Classes (cont.)**

Class

No. Title

7216 Electrical Transit Shop Supervisor I
 7220 Asphalt Finisher Supervisor I
 7221 Asphalt Plant Supervisor I
 7223 Cable Machinery Supervisor
 7224 Car and Auto Painter Supervisor I
 7225 Transit Paint Shop Supervisor I
 7226 Carpenter Supervisor I
 7228 Automotive Transit Shop Supervisor I
 7229 Transmission Line Supervisor I
 7230 Fire Department Water System Supervisor
 7232 Hetch Hetchy Mechanical Shop Supervisor
 7233 Glazier Supervisor I
 7234 Transportation Equipment Shop Supervisor
 7235 Transit Power Line Supervisor I
 7236 Locksmith Supervisor I
 7238 Electrician Supervisor I
 7239 Plumber Supervisor II
 7240 Water Meter Shop Supervisor I
 7241 Senior Maintenance Controller
 7242 Painter Supervisor I
 7244 Power Plant Supervisor I
 7246 Sewer Repair Supervisor II
 7247 Sheet Metal Worker Supervisor II
 7248 Steamfitter Supervisor II
 7249 Automotive Mechanic Supervisor I
 7250 Utility Plumber Supervisor I
 7252 Chief Stationary Engineer, Sewage Plant
 7253 Electrical Transit Mechanic Supervisor I
 7254 Automotive Machinist Supervisor I
 7255 Power House Electrician Supervisor I
 7256 Electric Motor Repair Supervisor I
 7257 Communication Line Supervisor I
 7258 Maintenance Machinist Supervisor I
 7262 Maintenance Planner
 7264 Auto Body and Fender Worker Supervisor I
 7272 Carpenter Supervisor II
 7273 Communication Line Worker Supervisor II
 7274 Transit Power Line Worker Supervisor II
 7275 Cable Splicer Supervisor I
 7276 Electrician Supervisor II
 7277 City Shops Assistant Superintendent
 7278 Painter Supervisor II
 7279 Powerhouse Electrician Supervisor II
 7281 Street Cleaning Supervisor II
 7284 Utility Plumber Supervisor II
 7285 Transmission Line Worker Supervisor II

Applicability: Article VI, Rule 13, applies only to employees in the classes enumerated in this Article.

Sec. 13.8 **Rule of Three Scores Classes (cont.)**

Class	Title
7286	Wire Rope Cable Maintenance Supervisor
7287	Supervising Electronic Maint. Technician
7305	Blacksmith
7306	Automotive Body and Fender Worker
7307	Bricklayer
7308	Cable Splicer
7309	Car and Auto Painter
7311	Cement Mason
7313	Automotive Machinist
7315	Automotive Machinist Assistant Supervisor
7316	Water Service Inspector
7317	Senior Water Service Inspector
7318	Electronic Maintenance Technician
7319	Electric Motor Repairer
7322	Auto Body and Fender Worker Assistant Supervisor
7323	Fire Department Water System Assistant Supervisor
7325	General Utility Mechanic
7326	Glazier
7328	Operating Engineer, Universal
7329	Electronics Maintenance Tech. Asst. Supv.
7330	Senior General Utility Mechanic
7331	Apprentice Maintenance Machinist
7332	Maintenance Machinist
7333	Apprentice Stationary Engineer
7334	Stationary Engineer
7335	Senior Stationary Engineer
7338	Electrical Line Worker
7340	Maintenance Controller
7342	Locksmith
7344	Carpenter
7345	Electrician
7346	Painter
7347	Plumber
7348	Steamfitter
7349	Steamfitter Assistant Supervisor
7353	Water Meter Repairer
7360	Pipe Welder
7363	Powerhouse Electrician
7364	Powerhouse Operator
7365	Senior Powerhouse Operator
7370	Rigger
7372	Stationary Engineer, Sewage Plant
7373	Senior Stationary Engineer, Sewage Plant
7375	Apprentice Stationary Engr., Sewage Plant
7376	Sheet Metal Worker
7379	Electrical Transit Mechanic

Applicability: Article VI, Rule 13, applies only to employees in the classes enumerated in this Article.

Sec. 13.8 Rule of Three Scores Classes (cont.)

Class No.	Title
7380	Electrical Transit Mechanic Asst. Supv.
7381	Automotive Mechanic
7382	Automotive Mechanic Assistant Supervisor
7386	Utility Plumber Assistant Supervisor
7387	Upholsterer
7388	Utility Plumber
7390	Welder
7395	Ornamental Iron Worker
7404	Asphalt Finisher
7408	Assistant Power House Operator
7409	Electrical Transit Service Worker
7420	Bridgetender
7421	Sewer Maintenance Worker
7424	Dryer-Mixer Operator
7428	Hodcarrier
7430	Asst. Electronic Maintenance Technician
7432	Electrical Line Helper
7434	Maintenance Machinist Helper
7449	Sewer Service Worker
7458	Switch Repairer
7463	Utility Plumber Apprentice
7472	Wire Rope Cable Maintenance Mechanic
7473	Wire Rope Cable Maint. Mech. Trainee
7502	Asphalt Worker
7510	Lighting Fixture Maintenance Worker
7514	General Laborer
7540	Track Maintenance Worker
8304	Deputy Sheriff
8306	Senior Deputy Sheriff
8308	Sheriff's Sergeant
8310	Sheriff's Lieutenant
8312	Sheriff's Captain
9240	Airport Electrician
9241	Airport Electrician Supervisor
9242	Head Airport Electrician
9330	Pile Worker
9331	Piledriver Engine Operator
9332	Piledriver Supervisor I
9334	Deckhand, Tugs and Dredges
9337	Diesel Tugboat Operator
9342	Ornamental Iron Worker Supervisor I
9343	Roofer
9344	Roofer Supervisor I
9345	Sheet Metal Supervisor I
9358	Crane Mechanic Supervisor
9360	Construction and Maintenance Supervisor II, Port



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MEMORANDUM CSC No. 96-17

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

Date: December 3, 1996

To: Department Heads
Personnel Officers
Personnel Representatives
Employee Organization Representatives

From: Albert C. Walker
Executive Officer
Civil Service Commission

SUBJECT: **Civil Service Commission Rules Change Number 96-8;
Extension of Civil Service Commission Rule 13 - Certification
of Eligibles, Section 13.2.3 - Expansion of Certification Rules**

DOCUMENTS DEPT.

DEC 15 1996

SAN FRANCISCO
PUBLIC LIBRARY

Civil Service Commission Rule 13 - Certification of Eligibles, Section 13.2.3 - Expansion of Certification Rules, provides a mechanism for use of certification rules greater than the Charter - mandated minimum rule of three scores. Section 13.2.3 is applicable to classes represented by Local 21 and SEIU Locals 250, 535, and 790. This section adopted by the Civil Service Commission on March 18, 1996 was scheduled to expire on December 31, 1996.

On December 2, 1996, based on the report and recommendation of the Human Resources Director, the Civil Service Commission ordered that Section 13.2.3 be extended to June 30, 1997.

Attached for inclusion in your copy of the Civil Service Commission Rules is reissued page 13.6 dated 12/3/96 to replace the corresponding page dated 4/5/96. This reissued page reflects the Civil Service Commission action extending Section 13.2.3.

Also attached is a copy of the Amendment Control Sheet (page xi) dated 12/3/96 updated to incorporate the amendment to Section 13.2.3. Please replace this reissued page for the corresponding page dated 11/22/96.

Please call me at 554-4747, if there are questions about this Rules change.

CIVIL SERVICE COMMISSION

ALBERT C. WALKER
Executive Officer

Attachments (2)

Applicability: Unless otherwise noted, the provisions of Article II, Rule 13, apply to employees in all classes represented by Service Employee International Union (SEIU) - Locals 250, 535 and 790; Transport Workers Union (TWU) - Locals 200 and 250A; Local 21 - International Federation of Professional and Technical Engineers, except for employees in classes belonging to the San Francisco Association of Personnel Professionals (SFAPP) - Local 21 who are covered by Article III; and to members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

13.2.3 Expansion of Certification Rules (cont.)

5) The section as adopted by the Civil Service Commission at its meeting of March 18, 1996 shall automatically expire on December 31, 1996 unless extended by the Civil Service Commission before January 31, 1997 for maximum additional periods of six months. At the time of Commission review, all employee organizations affected by this section shall have the option to extend or terminate their agreement to be covered by this section. Prior to December 31, 1996, the Human Resources Director shall report to the Civil Service Commission on the operation of this section and may make recommendations for changes and extension.

Rule 13

Certification of Eligibles

Article III: Certification Rules for Employees Covered by Article III

Applicability: The provisions of Article III apply to all unrepresented classes and to classes represented by all employee organizations except Service Employee International Union (SEIU) - Locals 250, 535 and 790; Transport Workers Union (TWU) - Locals 200 and 250A; Local 21 - International Federation of Professional and Technical Engineers; and to members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798; provided, however, that employees in classes belonging to the San Francisco Association of Personnel Professionals (SFAPP) - Local 21, are covered by the provisions of Article III. Article VI of this Rule contains a list of classes for which the Rule of Three Scores shall be used exclusively.

Sec. 13.3 Certification of Eligibles - Employees Covered by Article III

13.3.1 Civil Service Commission Equal Employment Opportunity and Affirmative Action Policy Related to the Certification of Eligibles and Selection of Employees.

1) The Civil Service Commission endorses and supports the broadening of the Rules governing the certification of eligibles from civil service eligible lists and considers this broadening as an increase in opportunities for appointing officers to select employees who are best suited to perform the duties of specific positions and to provide greater opportunities to maximize multicultural diversity of the work force in the City and County of San Francisco.

2) Selection of employees from eligible lists shall be based on merit and fitness without regard to relationship, race, religion, sex, national origin, ethnicity, age, disability, gender identity, political affiliation, sexual orientation, ancestry, marital status, color, medical condition or other non-merit factors or otherwise prohibited nepotism or favoritism, and with due consideration of affirmative action goals. Appointing officers and their designees shall be responsible for establishing non-discriminatory selection procedures which may include scheduling each interested eligible for interview, conducting interviews by a diverse panel, asking job-related questions, maintaining documentation of selection criteria, and reviewing the proposed selection with the department's affirmative action officer or with the Department of Human Resources Equal Employment Opportunities/Affirmative Action Division.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MEMORANDUM CSC No. 97-1

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

EDWARD KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

Date: January 10, 1997

To: Department Heads
Personnel Officers
Personnel Representatives
Employee Organization Representatives

From: Albert C. Walker
Executive Officer
Civil Service Commission

SUBJECT: Civil Service Commission Rules Change Number 96-9;
Amendment to Civil Service Commission Rule 14 - Appointments,
Article VI - Appointment by Transfer, Section 14.35 - Transfers
Occasioned by Reduction in Force Due to Technological
Advances, Automation, or the Installation of New Equipment

At its meeting of January 6, 1997, the Civil Service Commission amended Civil Service Commission Rule 14 - Appointments, Article VI - Appointment by Transfer, Section 14.35 - Transfers Occasioned by Reduction in Force Due to Technological Advances, Automation, or the Installation of New Equipment. Section 14.35 is commonly called "automation transfer."

The automation transfer rule allows an employee confronted by layoff due to equipment changes or new technology to transfer to a position in another class even though the employee did not examine for the new class. The Rules section, however, required that the new class have the same compensation as the former class. This Rules change allows an employee to transfer to a new class and to receive up to a 5% increase in compensation. This change is effective immediately.

Attached for inclusion in your copy of the Civil Service Commission Rules is reissued pages 14.20 and 14.21 dated 1/10/97 to replace the corresponding pages dated 8/30/96. The change to the automation transfer rule (Section 14.35) appears on page 14.21.

DOCUMENTS DEPT.

JAN 16 1997

SAN FRANCISCO
PUBLIC LIBRARY

Also attached is a copy of the Amendment Control Sheet (page xi) dated 1/10/97 updated to incorporate the change to the automation transfer provisions. Please replace this revised Amendment Control Sheet for the corresponding page dated 12/3/96.

Please call me at 554-4747, if there are questions.

CIVIL SERVICE COMMISSION

A handwritten signature in dark ink, appearing to read "Albert C. Walker", is written over the printed name.

ALBERT C. WALKER
Executive Officer

Attachments

Amendment Control Sheet

1996 Edition - CSC Rules

Rule Change No.	Adoption Date	Effective Date	Rule Section	Page Number	Action	Remarks
96-1	3/18/96	3/18/96	13.2.3	13.5	Add	Reissued pages 13.04 - 13.20
	3/18/96	3/18/96	14.43	14.28	Amend	Reissued page 14.28
	3/18/96	3/18/96	14.44	14.28	Add	Reissued page 14.28
96-2	4/1/06	4/1/96	13.2.3	13.5 & 13.6	Amend	Reissued pages 13.4 - 13.7
96-3	6/3/96	7/1/96	Entire Rule 3	3.1-3.5	Amend	Reissued pages 3.1 - 3.5
96-4	5/6/96	7/1/96	1.5	1.3	Add	Reissued pages 1.2 & 1.3
	5/6/96	7/1/96	1.7	1.3	Add	Reissued pages 1.2 & 1.3
	5/6/96	7/1/96	14.5.10	14.6	Add	Reissued pages 14.1 & 14.5-14.7
	5/6/96	7/1/96	14.45	14.29	Add	Reissued page 14.29
	7/1/96	7/1/96	20.17.3	20.12	Add	Reissued pages 20.12 & 20.13
96-5	---	8/30/96	Various	Various	Replace	Amend references to 1996 Charter and correct clerical errors
96-6	---	9/30/96	---	INDEX 1-29	Add	Subject Index
96-7	11/18/96	11/18/96	13.8	13.16 - 13.20	Amend	Reissued pages 13.16 - 13.20
96-8	12/2/96	12/2/96	13.2.3	13.6	Amend	Reissued pages 13.6 & 13.7

Applicability: Unless otherwise noted, the provisions of Article VI, Rule 14, apply to employees in all classes.

Sec. 14.34 **Transfer of Disabled (cont.)**

14.34.5 **Probationary Period Following Disability Transfer (cont.)**

2) At any time during the probationary period the employee may, with the review and approval of the appointing officer and subject to the approval of the Human Resources Director, request further disability transfer to a position in the class to which transferred in another department subject to a new probationary period, or to a position in another class subject to a new probationary period. If there is no immediate vacancy in another position or class pending such further disability transfer, the employee shall remain in the department and the probationary period shall be extended until further disability transfer can be effected; however, in no case shall the extension of the probationary period exceed three months of service. Requests for further disability transfer may be rescinded on the request of the employee and with the approval of the appointing officer. If the request is rescinded during the initial six month probationary period, the employee will complete the balance of the probationary period; if the rescission occurs during the extension to the probationary period, the employee will be deemed as having passed the probationary period on the date the approved request to rescind is received in the Department of Human Resources. At any time during the probationary period or the probationary period extension, charges for the employee's dismissal may be preferred in accordance with the procedures governing the removal of permanent employees as provided in Charter Section A8.341 and elsewhere in these Rules.

3) The hearing officer in rendering a decision shall have the following options: exonerate the employee; suspend the employee; terminate the employee; or refer the employee to the Department of Human Resources for consideration for further disability transfer. The hearing officer shall evaluate the charges for dismissal with the standard applicable to a probationary and not a permanent employee. The decision of the hearing officer shall be final.

14.34.6 **Certification and Appointment**

Certification and appointment of disability transferees shall be made in accordance with the provisions of the Rules governing the Rule of One. Such transferees shall have priority over eligibles on existing eligible lists; however, holdovers shall have preference for certification and appointment over disability transferees.

Applicability: Unless otherwise noted, the provisions of Article VI, Rule 14, apply to employees in all classes.

Sec. 14.34 **Transfer of Disabled (cont.)**

14.34.7 **Resolution of Disputes**

1) A dispute concerning the application, implementation or interpretation of this section shall be decided by the Human Resources Director subject to appeal to the Commission as provided elsewhere in these Rules.

2) Pending final resolution of a dispute under this subsection, any proposed disability transfer shall be held in abeyance.

Sec. 14.35 **Transfers Occasioned by Reduction of Force Due to Technological Advances, Automation, or the Installation of New Equipment**

Permanent civil service employees who have completed their probationary period and who are subject to layoff because of technological advances, automation, the installation of new equipment, or the transfer of functions to another jurisdiction may submit a request to the Human Resources Director for transfer to a position within their capacities to perform, whether or not within the class for which they qualified for appointment. Such request for transfer shall be subject to the following:

14.35.1 Request for transfer shall be submitted on the form prescribed by the Human Resources Director and shall be approved by the appointing officer or designee of the department to which transfer is requested.

14.35.2 The position to which transfer is requested shall not be to a class having a higher compensation schedule than the one from which transfer is requested.

14.35.3 The Human Resources Director may administer any examinations which, in the judgment of the Human Resources Director, are deemed advisable to test the capacity of the employee to perform the duties in the position to which transfer is requested, unless the transfer is to a position in the same class or a closely related class.

14.35.4 Employees so transferred, who are not suited to the position, may be given an opportunity for further transfer to other positions within their capacities to perform.

14.35.5 In the event of layoff of an appointee who occupies a position through transfer under the provisions of this section, such layoff shall be in accordance with the applicable provisions of the Layoff Rule. Seniority shall be calculated from the date of certification in the class from which transferred.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT.

JAN 24 1997

SAN FRANCISCO
PUBLIC LIBRARY

MEMORANDUM CSC No. 97-2

KAREN CLOPTON
PRESIDENT

Date: January 17, 1997

ADRIENNE PON
VICE PRESIDENT

To: Department Heads
Personnel Officers
Employee Organization Representatives

GEORGE KOSTUROS
COMMISSIONER

From: Albert C. Walker
Executive Officer
Civil Service Commission

A. LEE MUNSON
COMMISSIONER

SUBJECT: Civil Service Commission Rules Change Number 96-10;
Amendment to Civil Service Commission Rule 14 - Appointments,
by adding Article VII - Exempt Appointments, Section 14.46 -
Charter Limit on Certain Categories of Exempt Appointments

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

At its meeting of November 18, 1996, the Civil Service Commission adopted an amendment to Civil Service Commission Rule 14 - Appointments, by adding Article VII - Exempt Appointments, Section 14.46 - Charter Limit on Certain Categories of Exempt Appointments. As required by Charter Section 10.104, this Rules change was forwarded to the Board of Supervisors for approval (Resolution Number 222-96-4), was approved by the Board on December 23, 1996, signed by the Mayor on January 3, 1997, and is now effective.

This Rules amendment implements the provision of Charter Section 10.104 which allows the number of exempt appointments to exceed the Charter-imposed cap on exempt positions covered by Charter Section 10.104-1 through 10.104-12. The cap has been memorialized in Section 14.46.1. Sections 14.46.2 through 14.46.6 set forth the criteria under which positions in excess of the cap may be authorized.

The Department of Human Resources will shortly be promulgating procedures for processing position exemption requests. For your information, the Appendix to the 1996-97 Annual Salary Ordinance contains a department-by-department breakdown of authorized exempt positions under Charter Section 10.104-1 through 10.104-12.

Page 2

Attached for inclusion in your copy of the Civil Service Commission Rules is revised page 14.29 (dated 1/17/97) and new page 14.30 (dated 1/17/97) which incorporates this Rules amendment. Reissued page 14.29 replaces the corresponding page in the Civil Service Commission Rules dated 7/1/96.

Also attached is an updated copy of the Amendment Control Sheet (page xi) dated 1/17/97 to replace page xi dated 1/10/97.

Please call me at 554-4747, if there are questions.

CIVIL SERVICE COMMISSION

A handwritten signature in black ink, appearing to read "Albert C. Walker", is written over the printed name.

ALBERT C. WALKER
Executive Officer

Attachments

Amendment Control Sheet

1996 Edition - CSC Rules

Rule Change No.	Adoption Date	Effective Date	Rule Section	Page Number	Action	Remarks
96-1	3/18/96	3/18/96	13.2.3	13.5	Add	Reissued pages 13.04 - 13.20
	3/18/96	3/18/96	14.43	14.28	Amend	Reissued page 14.28
	3/18/96	3/18/96	14.44	14.28	Add	Reissued page 14.28
96-2	4/1/06	4/1/96	13.2.3	13.5 & 13.6	Amend	Reissued pages 13.4 - 13.7
96-3	6/3/96	7/1/96	Entire Rule 3	3.1-3.5	Amend	Reissued pages 3.1 - 3.5
96-4	5/6/96	7/1/96	1.5	1.3	Add	Reissued pages 1.2 & 1.3
	5/6/96	7/1/96	1.7	1.3	Add	Reissued pages 1.2 & 1.3
	5/6/96	7/1/96	14.5.10	14.6	Add	Reissued pages 14.1 & 14.5-14.7
	5/6/96	7/1/96	14.45	14.29	Add	Reissued page 14.29
	7/1/96	7/1/96	20.17.3	20.12	Add	Reissued pages 20.12 & 20.13
96-5	---	8/30/96	Various	Various	Replace	Amend references to 1996 Charter and correct clerical errors
96-6	---	9/30/96	---	INDEX 1-29	Add	Subject Index
96-7	11/18/96	11/18/96	13.8	13.16 - 13.20	Amend	Reissued pages 13.16 - 13.20
96-8	12/2/96	12/2/96	13.2.3	13.6	Amend	Reissued pages 13.6 & 13.7
96-9	1/6/97	1/6/97	14.35	14.21	Amend	Reissued pages 14.20 and 14.21

Rule 14

Appointments

Article VIII: Exempt Appointment

Applicability: The provisions of Article VII, Rule 14, apply to employees in all classes.

Sec. 14.45. Exclusions from Civil Service Appointment

All permanent employees of the City and county shall be appointed through the civil service process by competitive examination unless exempted from the civil service examination and selection process in accordance with Charter provisions. Appointments excluded by Charter from the competitive civil service examination and selection process shall be known as exempt appointments. Any person occupying a position under exempt appointment shall not be subject to civil service selection, appointment, and removal procedures and shall serve at the pleasure of the appointing officer.

Sec. 14.46 Charter Limit on Certain Categories of Exempt Appointments

(Proposed amendment to Civil Service Commission Rules pending.)



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MEMORANDUM CSC No. 97-07

ADRIENNE PON
PRESIDENT

A. LEE MUNSON
VICE PRESIDENT

KAREN CLOPTON
COMMISSIONER

GEORGE KOSTUROS
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

DOCUMENTS DEPT.

JUL 21 1997

SAN FRANCISCO
PUBLIC LIBRARY

Date: July 18, 1997

To: Department Heads
Personnel Officers
Personnel Representatives
Employee Organization Representatives

From: Albert C. Walker
Executive Officer
Civil Service Commission

- SUBJECT: I. Civil Service Commission Rules Change Number 96-11;
Amendment to Civil Service Commission Rule 3 - Equal
Employment Opportunity, Sections 3.1.1 and 3.1.2 -
Policies for Equal Employment Opportunities, to extend
coverage under this Rule to employees exempt from
civil service.
- II. Civil Service Commission Rules Change Number 96-12;
Amendment to Civil Service Commission Rule 13 -
Certification of Eligibles, Section 13.2.3 - Expansion of
Certification Rules, to extend this Rule until December
31, 1997.
- III. Civil Service Commission Rules Change Number 96-13;
Amendment to Civil Service Commission Rule X28 -
Employee Training Reimbursement Program, Section
X28.01 - Who May Apply for Reimbursement, to modify
the eligibility requirements for employees in classes
covered by Charter Section A8.403.

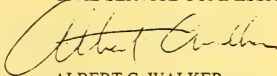
I. Civil Service Commission Rules Change Number 96-11

At its meeting of February 3, 1997, the Civil Service Commission amended
Civil Service Commission Rule 3 - Equal Employment Opportunity, Sections 3.1.1

Also attached is a copy of the Amendment Control Sheet (pages xi and xii) dated 7/18/97 updated to incorporate the amendments to Rule 3, Rule 13, and Rule X28. Please replace reissued page xi for the corresponding page dated 1/17/97 and place page xii in your copy of the Rules.

Please call me at 252-3250 or Anita Sanchez at 252-3254, if there are questions about these Rules changes.

CIVIL SERVICE COMMISSION

A handwritten signature in dark ink, appearing to read "Albert C. Walker", written over a horizontal line.

ALBERT C. WALKER
Executive Officer

Attachments (6 pages)

and 3.1.2 - Policies for Equal Employment Opportunities, to delete references to the "classified service" in order that all employees --- exempt or civil service --- will be covered by Rule 3.

Attached for inclusion in your copy of the Civil Service Commission Rules are reissued pages 3.2 and 3.3 dated 7/18/97 to replace the corresponding pages dated 7/1/96.

II. Civil Service Commission Rules Change Number 96-12

Civil Service Commission Rule 13 - Certification of Eligibles, Section 13.2.3 - Expansion of Certification Rules, provides for the use of certification rules greater than the Charter-mandated minimum Rule of Three Scores. Section 13.2.3 is applicable to classes represented by Local 21 and SEIU Locals 250, 535, and 790. This section, originally adopted by the Civil Service Commission on March 18, 1996 and extended by the Commission on December 2, 1996, was scheduled to expire on June 30, 1997.

On July 7, 1997, the Civil Service Commission extended Civil Service Commission Rule 13 - Certification of Eligibles, Section 13.2.3 for an additional six months, through December 31, 1997.

Attached for your inclusion in your copy of the Civil Service Commission Rules are reissued pages 13.6 and 13.7 dated 7/18/97 to replace the corresponding pages dated 12/3/96.

III. Civil Service Commission Rules Changes Number 96-13

On July 7, 1997, the Civil Service Commission amended Civil Service Commission Rule X28 - Employee Training Reimbursement Program, to modify the eligibility requirements for employees in classes covered by Charter Section A8.403 (nine classes of Registered Nurses).

Attached for inclusion in your copy of the Civil Service Commission Rules are reissued pages X28.1 through X28.4 dated 7/18/97 to replace the corresponding pages dated 1/8/96.

• • •

Amendment Control Sheet

1996 Edition - CSC Rules

Rule Change No.	Adoption Date	Effective Date	Rule Section	Page Number	Action	Remarks
96-1	3/18/96	3/18/96	13.2.3	13.5	Add	Reissued pages 13.04 - 13.20
	3/18/96	3/18/96	14.43	14.28	Amend	Reissued page 14.28
	3/18/96	3/18/96	14.44	14.28	Add	Reissued page 14.28
96-2	4/1/06	4/1/96	13.2.3	13.5 & 13.6	Amend	Reissued pages 13.4 - 13.7
96-3	6/3/96	7/1/96	Entire Rule 3	3.1-3.5	Amend	Reissued pages 3.1 - 3.5
96-4	5/6/96	7/1/96	1.5	1.3	Add	Reissued pages 1.2 & 1.3
	5/6/96	7/1/96	1.7	1.3	Add	Reissued pages 1.2 & 1.3
	5/6/96	7/1/96	14.5.10	14.6	Add	Reissued pages 14.1 & 14.5-14.7
	5/6/96	7/1/96	14.45	14.29	Add	Reissued page 14.29
	7/1/96	7/1/96	20.17.3	20.12	Add	Reissued pages 20.12 & 20.13
96-5	---	8/30/96	Various	Various	Replace	Amend references to 1996 Charter and correct clerical errors
96-6	---	9/30/96	---	INDEX 1-29	Add	Subject Index
96-7	11/18/96	11/18/96	13.8	13.16 - 13.20	Amend	Reissued pages 13.16 - 13.20
96-8	12/2/96	12/2/96	13.2.3	13.6	Amend	Reissued pages 13.6 & 13.7
96-9	1/6/97	1/6/97	14.35	14.21	Amend	Reissued pages 14.20 and 14.21
96-10	11/18/96	1/3/97	14.46	14.29 - 14.30	Add	Reissued page 14.29 and new page 14.30

Rule 3

Equal Employment Opportunity

Applicability: Unless otherwise noted, the provisions of Rule 3 apply to employees in all classes.

Sec. 3.1 Policies for Equal Employment Opportunities

3.1.1 Equal Employment Opportunity

It is the policy of the Civil Service Commission of the City and County of San Francisco that all persons shall have equal opportunity in employment; that selection of employees to positions within the Service be made on the basis of merit; and that continuing programs be maintained to afford equal opportunities to women and minority persons to achieve meaningful employment at all levels. Vigorous enforcement of the laws against discrimination shall be carried out at every level of each department. All persons shall have equal access to positions in the Service, limited only by their ability to do the job.

- 3.1.2** No person in the Classified Service or seeking admission thereto, shall be appointed, reduced, removed, or in any way favored or discriminated against in employment or opportunity for employment because of race, sex, sexual orientation, gender identity, political affiliation, age, religion, creed, national origin, disability, ancestry, marital status, parental status, domestic partner status, color, medical condition (cancer-related), ethnicity or the conditions Acquired Immune Deficiency Syndrome (AIDS), HIV, and AIDS-related conditions or other non-merit factors or any other category provided by ordinance.

3.1.3 Affirmative Action Policy

It is the policy of the City and County of San Francisco to maintain an affirmative action program to eradicate effects of past discrimination and to achieve a qualified work force that reflects the labor force availability in San Francisco.

3.1.4 Affirmative Action Plan Requirement

As required by the San Francisco Administrative Code, Section 16.9-24 each department shall annually prepare an affirmative action plan for submission to the Human Rights Commission, the Commission on the Status of Women, and the Civil Service Commission for approval. The Department of Human Resources shall annually prepare an analysis of the work force and a citywide affirmative action plan.

Applicability: Unless otherwise noted, the provisions of Rule 3 apply to employees in all classes.

Sec. 3.1 Policies for Equal Employment Opportunities (cont.)

3.1.5 Language Diversity Policy

It is the policy of the Civil Service Commission that an employee's use of a language other than English is not only an asset in the provision of public services but, with few exceptions, such as business necessity, is a legally protected right.

3.1.6 Employment of Persons with AIDS, HIV, and AIDS-related conditions

Departments, agencies, boards, and commissions of the City and County of San Francisco shall be required to provide reasonable accommodation to qualified employees and applicants who have the conditions know as Acquired Immune Deficiency Syndrome (AIDS), HIV, and AIDS-related conditions.

3.1.7 Prohibition of Sexual Harassment

It is the policy of the Civil Service Commission, as provided by Section 16.9-25 of the San Francisco Administrative Code, that sexual harassment of City employees and applicants for employment is prohibited and will not be tolerated.

3.1.8 Prohibition of Slurs

It is the policy of the City and County of San Francisco that each official, employee, and agent acting in official capacity, will treat all persons equally and respectfully, and will refrain from the willful or negligent use of slurs against any person on the basis of any of the protected categories identified in Section 3.1.2 of this Rule.

3.1.9 Employment of Persons with Disabilities

In accordance with the Federal, State, and local laws, it is the policy of the Civil Service Commission to provide equal access for individuals with disabilities in all areas of employment. No disabled person shall be denied employment or any other term, condition, or privilege of employment based upon disability or the need for a reasonable accommodation, so long as the accommodation does not result in undue hardship on the operations of the department or the City and County of San Francisco.

Applicability: Unless otherwise noted, the provisions of Article II, Rule 13, apply to employees in all classes represented by Service Employee International Union (SEIU) - Locals 250, 535 and 790; Transport Workers Union (TWU) - Locals 200 and 250A; Local 21 - International Federation of Professional and Technical Engineers, except for employees in classes belonging to the San Francisco Association of Personnel Professionals (SFAPP) - Local 21 who are covered by Article III; and to members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

13.2.3 Expansion of Certification Rules (cont.)

5) This section shall automatically expire on June 30, 1997 unless extended by the Civil Service Commission before July 31, 1997 for a maximum additional period of up to six months. At the time of Commission review, all employee organizations affected by this section shall have the option to extend or terminate their agreement to be covered by this section.

Rule 13

Certification of Eligibles

Article III: Certification Rules for Employees Covered by Article III

Applicability: The provisions of Article III apply to all unrepresented classes and to classes represented by all employee organizations except Service Employee International Union (SEIU) - Locals 250, 535 and 790; Transport Workers Union (TWU) - Locals 200 and 250A; Local 21 - International Federation of Professional and Technical Engineers; and to members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798; provided, however, that employees in classes belonging to the San Francisco Association of Personnel Professionals (SFAPP) - Local 21, are covered by the provisions of Article III. Article VI of this Rule contains a list of classes for which the Rule of Three Scores shall be used exclusively.

Sec. 13.3 Certification of Eligibles - Employees Covered by Article III

13.3.1 Civil Service Commission Equal Employment Opportunity and Affirmative Action Policy Related to the Certification of Eligibles and Selection of Employees.

1) The Civil Service Commission endorses and supports the broadening of the Rules governing the certification of eligibles from civil service eligible lists and considers this broadening as an increase in opportunities for appointing officers to select employees who are best suited to perform the duties of specific positions and to provide greater opportunities to maximize multicultural diversity of the work force in the City and County of San Francisco.

2) Selection of employees from eligible lists shall be based on merit and fitness without regard to relationship, race, religion, sex, national origin, ethnicity, age, disability, gender identity, political affiliation, sexual orientation, ancestry, marital status, color, medical condition or other non-merit factors or otherwise prohibited nepotism or favoritism, and with due consideration of affirmative action goals. Appointing officers and their designees shall be responsible for establishing non-discriminatory selection procedures which may include scheduling each interested eligible for interview, conducting interviews by a diverse panel, asking job-related questions, maintaining documentation of selection criteria, and reviewing the proposed selection with the department's affirmative action officer or with the Department of Human Resources Equal Employment Opportunities/Affirmative Action Division.

RULE X28

EMPLOYEE TRAINING REIMBURSEMENT PROGRAM

Applicability: Unless otherwise noted, the provisions of Chapter IV apply to employees in all classes. However, certain matter may be superceded by a collective bargaining agreement for those employees in classes subject to Charter Section 8.409 or 8.590.

Section X28.01. WHO MAY APPLY FOR REIMBURSEMENT

A. Any employee or officer holding regular appointment to a full-time, permanent position within the City service or the School Districts, and who has served a minimum of one (1) year continuous permanent service in any class immediately prior to receipt of application, may apply for tuition reimbursement in accordance with the provisions of this rule and the provisions of the Administrative Code.

B. Applications for reimbursement shall be prepared in duplicate on a special form provided by the Department of Human Resources. The original of such form shall be forwarded to the Department of Human Resources, and a copy shall be retained by the employee. Such application for reimbursement shall be made prior to the date of enrollment in the course and if approved by the Human Resources Director, reimbursement shall be subject to successful completion of the course and availability of funds. The employee so reimbursed must agree to remain in the employ of the city for at least two (2) years following completion of the training course. If an employee resigns from the City within the two (2) year period and the employee withdraws funds from the Retirement System, the amount of the tuition reimbursed shall be repaid by the employee to the city by cash payment or out of the employee's last pay warrant or retirement earnings.

Section X28.02. TRAINING FOR PROMOTION OR ADVANCEMENT

A. An eligible employee or officer may apply for reimbursement for a training course pertaining to the duties of a higher classification when such course is given outside of regular working hours by an accredited educational institution. Accredited educational institutions shall be defined as institutions whose courses offered for credit are acceptable for regular examination given by the Department of Human Resources. Subject to the budgetary and fiscal provisions of the Charter, the employee or officer shall be reimbursed one-half of the cost of tuition for said course if attendance has been approved in advance and funds have been appropriated and are available. The Commission will verify that the employee has satisfactorily completed the course with a passing grade. If the course is not graded, or is not a credited course, an official transcript or other official document from the accredited school certifying completion of the course shall be deemed evidence of satisfactory completion.

B. No reimbursement shall be made if the employee or officer is eligible to receive reimbursement for said tuition under a Federal or State Veterans' benefit program or from other public funds.

C. If the employee or officer's application for training reimbursement, under the provisions of this section, does not receive the appointing officer's recommendation, the employee may appeal to the Commission. The Commission shall then inquire into the reasons of the appointing officer's disapproval of such application, and the Commission shall thereupon make such order as it deems just, and said order shall be final.

Applicability: Unless otherwise noted, the provisions of Chapter IV apply to employees in all classes. However, certain matter may be superceded by a collective bargaining agreement for those employees in classes subject to Charter Section 8.409 or 8.590.

Section X28.03. TRAINING FOR WORK IN PRESENT CLASSIFICATION

A. An eligible employee or officer may apply to the Department of Human Resources through the appointing officer for reimbursement in a training course given by an accredited educational institution during or outside working hours for the purpose of improving performance in the present classification.

B. Accredited educational institutions shall be defined as institutions whose courses offered for credit are acceptable for regular examination given by the Department of Human Resources. The Department of Human Resources shall be the judge of whether such training meets the criteria of improving performance in the employee's present job, and whether the training can be provided through available in-service activities. Subject to the budgetary and fiscal provisions of the Charter, the employee or officer shall be reimbursed for tuition, supplies, books, and other fees for such course if attendance has been approved in advance, and funds have been appropriated and are available. If attendance is during regular hours, it shall be considered a duty assignment for the purpose of payment of salary. The Department of Human Resources will verify that the employee has satisfactorily completed the course with a passing grade. If the course is not graded, or is not a credited course, an official transcript or other official document from the accredited school certifying completion of the course shall be deemed evidence of satisfactory completion.

C. If the employee or officer's application for training reimbursement, under the provisions of this section, does not receive the appointing officer's recommendation, the employee may appeal to the Commission. The Commission shall then inquire into the reasons for the appointing officer's disapproval of such application, and the Commission shall thereupon advise the appointing officer as it deems just.

Section X28.04. EDUCATIONAL INSTITUTION - WHEN ACCREDITED

The Department of Human Resources or Human Resources Director shall be the judge of whether an educational institution is properly accredited for the purpose of this rule. The appointing officer shall consider the employee's record of performance in making recommendations.

Section X28.05. 20/20 WORK-TRAINING PROGRAM

A. Employees under permanent civil service appointment upon application, may be assigned with pay, not to exceed twenty (20) hours in any one (1) week, to attend classes during regular working hours in educational institutions approved by the Human Resources Director subject to the availability of funds for replacement where replacement is required subject to the following:

1. Permission to attend classes during regular working hours must be recommended by the appointing officer and approved by the Human Resources Director subject to the availability of funds for replacement where replacement is required.
2. The class or classes to which the employee would be promoted will be listed by the Department of Human Resources or Human Resources Director and must be in promotive classes where there is a continuing shortage of qualified employees to fill all vacancies.

Applicability: Unless otherwise noted, the provisions of Chapter IV apply to employees in all classes. However, certain matter may be superceded by a collective bargaining agreement for those employees in classes subject to Charter Section 8.409 or 8.590.

3. Such assigned time with pay for educational purposes shall only be granted when the class session is during a regular work shift and the employee cannot be reassigned to another work shift.
4. Such assigned time for educational purposes shall not be granted if the course is available at a time other than the employee's regular work shift.
5. Such assigned time for educational purposes with pay shall not be granted to employees who are eligible for other benefits through the Veterans' Administration, the State Department of Veterans' Affairs or other benefit programs.
6. The department head will be responsible for reviewing and checking the attendance of the employee in class during the specified assigned time and the employee on such assigned time must return to work status when school is not in session.
7. Employees granted such time to attend classes who leave the service by resignation prior to a two-year period following completion of the educational course or courses shall be subject to withholding from their final pay check or retirement contributions an amount equivalent to the payroll cost of such assigned time for educational purposes.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MEMORANDUM CSC No. 97-12

San Francisco Public Library
Main Library, Civic Center
Attn: Kate Wingerson
Box 41 (RL) (34 Copies)

ADRIENNE PON
PRESIDENT

A. LEE MUNSON
VICE PRESIDENT

KAREN CLOPTON
COMMISSIONER

GEORGE KOSTUROS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

Date: December 31, 1997

To: Department Heads
Departmental Personnel Officers
Personnel Representatives
Employee Organization Representatives

From: Albert C. Walker
Executive Officer, Civil Service Commission

Subject: Civil Service Commission Rules Change Numbers 96-14
Revised, Reissued, and Deleted Pages for the 1996 Edition of the
Civil Service Commission Rules

DOCUMENTS DEPT.

JAN 05 1998

PUBLIC LIBRARY

Attached are copies of revised and reissued pages to the 1996 edition of the Civil Service Commission Rules. These pages are being reissued to correct clerical errors on the respective pages. Please replace pages ix, 1.2, 21.1, 21.10 and 21.11 of your copy of the 1996 Civil Service Commission Rules with the reissued pages dated 12/31/97. In addition, please remove page 21.14 from your copies of the Rules. (Delete Article VII of Rule 21 - Layoff).

Also attached is a copy of page xii (the Amendment Control Sheet) dated 12/31/97 documenting Civil Service Commission Rules Change Number 96-14. Substitute updated page xii for the corresponding page in your copy of the Civil Service Commission Rules.

1/14/98 per [unclear] error on pg 1.2 and 21.14 (do not remove!) will be sending out a corrected copy

Please call Anita Sanchez at 252-3254, if there are questions. Please photocopy any additional copies of these pages you require.

CIVIL SERVICE COMMISSION

Albert C. Walker
ALBERT C. WALKER
Executive Officer

Attachment

**A GUIDE TO THE APPLICABILITY OF THE 1996 EDITION
OF THE CIVIL SERVICE COMMISSION RULES**

Employees under Charter Section	Categories of Employees	Comments/Rules Applicability
A8.590	Uniformed members of Police and Fire Departments; Airport Police	<ul style="list-style-type: none"> ◆ Provisions in <u>Chapter I</u> apply except as may be specifically noted in the Rules section. ◆ Provisions in <u>Chapters II and III</u> apply only if specifically agreed through the Collective Bargaining Agreement (CBA). ◆ All terms and conditions of employment may be bargained and contained in a CBA. ◆ No civil service "carve-outs" (see page x)
A8.403	Registered Nurses except Classes 2369, 2370, 2833, and 2836.	<ul style="list-style-type: none"> ◆ All Civil Service Commission Rules apply except as may be specifically noted in the Rules section because of the stage of meet and confer with the employee organization.
A8.404	Municipal Railway Drivers (Class 9163)	
A8.409	Miscellaneous Employees and Registered Nurse classes 2369, 2370, 2833, and 2836. (all employees other than those covered under Charter Section A8.403, A8.404 and A8.590)	<ul style="list-style-type: none"> ◆ Provisions of <u>Chapter I</u> apply except as may be specifically noted in the Rules section. ◆ Provisions of <u>Chapter II</u> are a "carve-out" (see page x) and all provisions apply except as may be specifically noted in the Rules section because of the stage of meet and confer with the employee organization. ◆ All matters not "carved out" by A8.409-3 (see page x) found in Rules <u>Chapter III</u> may be bargained and contained in a CBA. ◆ <u>Chapter III</u> Rules in general do not apply except as agreed through a CBA or where it is a "carve-out" matter (see page X) such as "definitions."

DIVISIONS OF THE 1996 EDITION OF THE CIVIL SERVICE COMMISSION RULES

Chapter I: General and Administrative Rules
 Chapter II: Rules Governing the Civil Service Merit System
 Chapter III: Miscellaneous Rules and Rules Governing Employee Separations
 Chapter IV: Rules Proposed for Deletion

[illegible]

Rule 21

Layoff

Applicability: The provisions of Rule 21 apply to all officers and employees except as noted or as specifically excluded, or except as may be superceded by a collective bargaining agreement for those employees subject to Charter Sections 8.409 and 8.590. However, all definitions in this Rule are applicable to employees in all classes.

<u>Article I</u>	<u>Rules Prescribed - Authority</u>
<u>Article II</u>	<u>Seniority</u>
<u>Article III</u>	<u>Order of Layoff</u>
<u>Article IV</u>	<u>Layoff - Provisional and Temporary Employees</u>
<u>Article V</u>	<u>Layoff - Probationary Employees</u>
<u>Article VI</u>	<u>Layoff - Permanent Employees</u>
<u>Article VII</u>	<u>Classes with Citywide Seniority for Layoff Purposes</u>

Rule 21

Layoff

Article V: Layoff - Probationary Appointees

Applicability: The provisions of Rule 21 apply to all officers and employees except as noted or as specifically excluded, or except as may be superceded by a collective bargaining agreement for those employees subject to Charter Sections 8.409 and 8.590. However, all definitions in this Rule are applicable to employees in all classes.

Sec. 21.12 Layoff - Probationary Appointees

- 21.12.1** Probationary appointees shall be laid off in inverse order of the date of permanent certification, except if a more senior probationary or permanent appointee elects to be laid off. In the event of a conflict, the probationary or permanent appointee with the greater seniority shall have preference.
- 21.12.2** As provided elsewhere in these Rules, a probationary appointee, regardless of length of service, may displace any temporary appointee including part-time exempt, in the same class in any department.

Rule 21 Layoff

Article VI: Layoff - Permanent Appointees

Applicability: The provisions of Rule 21 apply to all officers and employees except as noted or as specifically excluded, or except as may be superceded by a collective bargaining agreement for those employees subject to Charter Sections 8.409 and 8.590. However, all definitions in this Rule are applicable to employees in all classes.

Sec. 21.13 **Layoff - Permanent Appointees**

21.13.1 Layoff of permanent appointees shall be by class in a department in inverse order of seniority except if a more senior permanent appointee elects to be laid off. In the event of a conflict, the permanent appointee with the greater seniority shall have preference.

21.13.2 Layoff shall be treated separately under each appointing officer except that permanent and probationary employees in classes and listed in Article VII of this Rule, may displace other permanent or probationary employees in the same class with less seniority in any department and except as otherwise provided below:

1) An appointee with five or more years of seniority in a class, immediately prior to layoff in that class, shall have the right to displace an appointee with less than five years of seniority in that class in any department. In that event, layoff shall be by inverse order of seniority in the class in the City and County service. The appointee shall then be subject to serving a new probationary period.

2) As provided elsewhere in these Rules, a permanent appointee, regardless of length of service, may displace any temporary appointee, including part-time exempt, in the same class in any department.

Sec. 21.14 **Reinstatement from Entrance Appointment**

An employee laid off from an entrance appointment shall be either:

21.14.1 Restored to a position in a class and department which the employee held on a permanent basis immediately prior to appointment in the class from which laid off. If necessary, layoffs in the classes affected shall follow;

21.14.2 or, as directed by the Human Resources Director, appointed in rank order of seniority to a position not filled by a permanent employee in any other city department in the class held on a permanent basis immediately prior to appointment in the class from which laid off;



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

DOCUMENT 1

JAN 20 1998

SAN FRANCISCO
PUBLIC LIBRARY

MEMORANDUM CSC No. 98-01

ADRIENNE PON
PRESIDENT

A. LEE MUNSON
VICE PRESIDENT

KAREN CLOPTON
COMMISSIONER

GEORGE KOSTUROS
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

Date: January 20, 1998

To: Department Heads
Departmental Personnel Officers
Personnel Representatives
Employee Organization Representatives

From: Anita Sanchez
Assistant Executive Officer, Civil Service Commission

Subject: Civil Service Commission Rules Change Number 96-15
Revised, Reissued, and Deleted Pages for the 1996 Edition of the
Civil Service Commission Rules

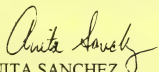
San Francisco Public Library
Main Library, Civic Center
Attn: Kate Wingerson
Box 41 (RL) (34 Copies)

Attached are copies of revised and reissued pages to the 1996 edition of the Civil Service Commission Rules. These pages are being reissued to correct clerical errors on the respective pages. Please replace pages ix, 1.2, 1.3, 13.18, 13.19, 21.1, 21.10, 21.11, 21.12, 21.13 and 21.14 (page 21.15 is deleted and is blank) of your copy of the 1996 Civil Service Commission Rules with the reissued pages dated 1/20/98.

Also attached is a copy of page xii (the Amendment Control Sheet) dated 1/20/98 documenting Civil Service Commission Rules Change Number 96-15. Substitute updated page xii for the corresponding page in your copy of the Civil Service Commission Rules.

Please call me at 252-3254, if there are questions.

CIVIL SERVICE COMMISSION


ANITA SANCHEZ
Assistant Executive Officer

Attachment

**A GUIDE TO THE APPLICABILITY OF THE 1996 EDITION
OF THE CIVIL SERVICE COMMISSION RULES**

Employees under Charter Section	Categories of Employees	Comments/Rules Applicability
A8.590	Uniformed members of Police and Fire Departments; Airport Police	<ul style="list-style-type: none"> Provisions in <u>Chapter I</u> apply except as may be specifically noted in the Rules section. Provisions in <u>Chapters II and III</u> apply only if specifically agreed through the Collective Bargaining Agreement (CBA). All terms and conditions of employment may be bargained and contained in a CBA. No civil service "carve-outs" (see page x)
A8.403	Registered Nurses except Classes 2369, 2370, 2833, and 2836.	<ul style="list-style-type: none"> All Civil Service Commission Rules apply except as may be specifically noted in the Rules section because of the stage of meet and confer with the employee organization.
A8.404	Municipal Railway Drivers (Class 9163)	
A8.409	Miscellaneous Employees and Registered Nurse classes 2369, 2370, 2833, and 2836. (all employees other than those covered under Charter Sections A8.403, A8.404 and A8.590)	<ul style="list-style-type: none"> Provisions of <u>Chapter I</u> apply except as may be specifically noted in the Rules section. Provisions of <u>Chapter II</u> are a "carve-out" (see page x) and all provisions apply except as may be specifically noted in the Rules section because of the stage of meet and confer with the employee organization. All matters not "carved out" by A8.409-3 (see page x) found in Rules <u>Chapter III</u> may be bargained and contained in a CBA. <u>Chapter III</u> Rules in general do not apply except as agreed through a CBA or where it is a "carve-out" matter (see page x) such as "definitions."

DIVISIONS OF THE 1996 EDITION OF THE CIVIL SERVICE COMMISSION RULES

- Chapter I: General and Administrative Rules
 Chapter II: Rules Governing the Civil Service Merit System
 Chapter III: Miscellaneous Rules and Rules Governing Employee Separations
 Chapter IV: Rules Proposed for Deletion

[illegible]

Rule 1

Authority and Purpose

Applicability: Unless otherwise noted, the provisions of Rule 1 apply to employees in all classes.

Sec. 1.1 Rules Prescribed-Authority

Under the authority of Article XI of the Constitution of the State of California and under Section 10.101 of the Charter of the City and County of San Francisco, the Civil Service Commission of the City and County of San Francisco does prescribe and adopt these Rules which shall have the force and effect of law.

Sec. 1.2 Purpose

These Rules are prescribed for the purpose of implementing the Charter provisions, assuring continuance of the merit system, prompting efficiency in the dispatch of public business, and assuring all persons in the classified service and all persons seeking admission thereto fair and impartial treatment.

Sec. 1.3 Merit System Principles

(Proposed)

Sec. 1.4 Severability

- 1.4.1 If any rule, section, paragraph, sentence, clause, or phrase of these Rules is declared unconstitutional or void for any reason, such declaration shall not affect the validity of the remaining portions of these Rules. The Commission hereby declares that it would have prescribed and adopted these Rules, and each rule, section, paragraph, sentence, clause and phrase hereof, irrespective of the fact that any one or more Rules, sections, paragraphs, sentences, clauses, or phrases be declared unconstitutional or void.
- 1.4.2 The titles assigned to Rules and sections are for reference purposes only and shall not be considered as a substantive part of these Rules.
- 1.4.3 If there is any conflict in the provisions of these Rules and the Administrative Code of the City and County of San Francisco, the Administrative Code language shall apply.

Applicability: Unless otherwise noted, the provisions of Rule 1 apply to employees in all classes.

Sec. 1.5 Amendment of Rules

The Commission may at any time amend these Rules. Any such proposed amendment shall be posted for a minimum of ten consecutive calendar days prior to adoption. Upon adoption, changes in the Rules shall be in effect and shall be printed. No change in the Rules shall affect a case pending before the Civil Service Commission.

Sec. 1.6 Court Actions

In the event of an adverse decision in a legal action to which the Commission is a party, the City Attorney shall appeal through and to the highest court for final decision unless otherwise ordered by the Commission.

Sec. 1.7 Requirement to Officially File Rules

As required by Charter Section 4.104, the Executive Officer shall file a copy of the Civil Service Commission Rules and all amendments to the Rules with the Clerk of the Board of Supervisors.

:

Applicability: Article VI, Rule 13, applies only to employees in the classes enumerated in this Article.

Sec. 13.8 **Rule of Three Scores Classes (cont.)**

Class No.	Title
7216	Electrical Transit Shop Supervisor I
7220	Asphalt Finisher Supervisor I
7221	Asphalt Plant Supervisor I
7223	Cable Machinery Supervisor
7225	Transit Paint Shop Supervisor I
7226	Carpenter Supervisor I
7228	Automotive Transit Shop Supervisor I
7229	Transmission Line Supervisor I
7230	Fire Department Water System Supervisor
7232	Hetch Hetchy Mechanical Shop Supervisor
7233	Glazier Supervisor I
7235	Transit Power Line Supervisor I
7236	Locksmith Supervisor I
7238	Electrician Supervisor I
7239	Plumber Supervisor II
7240	Water Meter Shop Supervisor I
7241	Senior Maintenance Controller
7242	Painter Supervisor I
7244	Power Plant Supervisor I
7246	Sewer Repair Supervisor II
7247	Sheet Metal Worker Supervisor II
7248	Steamfitter Supervisor II
7249	Automotive Mechanic Supervisor I
7250	Utility Plumber Supervisor I
7252	Chief Stationary Engineer, Sewage Plant
7253	Electrical Transit Mechanic Supervisor I
7254	Automotive Machinist Supervisor I
7255	Power House Electrician Supervisor I
7256	Electric Motor Repair Supervisor I
7257	Communication Line Supervisor I
7258	Maintenance Machinist Supervisor I
7262	Maintenance Planner
7264	Auto Body and Fender Worker Supervisor I
7272	Carpenter Supervisor II
7273	Communication Line Worker Supervisor II
7274	Transit Power Line Worker Supervisor II
7275	Cable Splicer Supervisor I
7276	Electrician Supervisor II
7277	City Shops Assistant Superintendent
7278	Painter Supervisor II
7279	Powerhouse Electrician Supervisor II
7281	Street Cleaning Supervisor II
7284	Utility Plumber Supervisor II
7285	Transmission Line Worker Supervisor II

Applicability: Article VI, Rule 13, applies only to employees in the classes enumerated in this Article.

Sec. 13.8 Rule of Three Scores Classes (cont.)

Class No.	Title
7286	Wire Rope Cable Maintenance Supervisor
7287	Supervising Electronic Maint. Technician
7305	Blacksmith
7306	Automotive Body and Fender Worker
7307	Bricklayer
7308	Cable Splicer
7309	Car and Auto Painter
7311	Cement Mason
7313	Automotive Machinist
7315	Automotive Machinist Assistant Supervisor
7316	Water Service Inspector
7317	Senior Water Service Inspector
7318	Electronic Maintenance Technician
7319	Electric Motor Repairer
7322	Auto Body and Fender Worker Assistant Supervisor
7325	General Utility Mechanic
7326	Glazier
7328	Operating Engineer, Universal
7329	Electronics Maintenance Tech. Asst. Supv.
7330	Senior General Utility Mechanic
7331	Apprentice Maintenance Machinist
7332	Maintenance Machinist
7333	Apprentice Stationary Engineer
7334	Stationary Engineer
7335	Senior Stationary Engineer
7338	Electrical Line Worker
7340	Maintenance Controller
7342	Locksmith
7344	Carpenter
7345	Electrician
7346	Painter
7347	Plumber
7348	Steamfitter
7349	Steamfitter Assistant Supervisor
7353	Water Meter Repairer
7360	Pipe Welder
7363	Powerhouse Electrician
7364	Powerhouse Operator
7365	Senior Powerhouse Operator
7370	Rigger
7372	Stationary Engineer, Sewage Plant
7373	Senior Stationary Engineer, Sewage Plant
7375	Apprentice Stationary Engr., Sewage Plant
7376	Sheet Metal Worker
7379	Electrical Transit Mechanic

Rule 21

Layoff

Applicability: The provisions of Rule 21 apply to all officers and employees except as noted or as specifically excluded, or except as may be superceded by a collective bargaining agreement for those employees subject to Charter Sections 8.409 and 8.590. However, all definitions in this Rule are applicable to employees in all classes.

<u>Article I</u>	<u>Rules Prescribed - Authority</u>
<u>Article II</u>	<u>Seniority</u>
<u>Article III</u>	<u>Order of Layoff</u>
<u>Article IV</u>	<u>Layoff - Provisional and Temporary Employees</u>
<u>Article V</u>	<u>Layoff - Probationary Employees</u>
<u>Article VI</u>	<u>Layoff - Permanent Employees</u>

Rule 21 Layoff

Article V: Layoff - Probationary Appointees

Applicability: The provisions of Rule 21 apply to all officers and employees except as noted or as specifically excluded, or except as may be superceded by a collective bargaining agreement for those employees subject to Charter Sections 8.409 and 8.590. However, all definitions in this Rule are applicable to employees in all classes.

Sec. 21.12 **Layoff - Probationary Appointees**

- 21.12.1** Probationary appointees shall be laid off in inverse order of the date of permanent certification, except if a more senior probationary or permanent appointee elects to be laid off. In the event of a conflict, the probationary or permanent appointee with the greater seniority shall have preference.
- 21.12.2** As provided elsewhere in these Rules, a probationary appointee, regardless of length of service, may displace any temporary appointee including part-time exempt, in the same class in any department.

Rule 21

Layoff

Article VI: Layoff - Permanent Appointees

Applicability: The provisions of Rule 21 apply to all officers and employees except as noted or as specifically excluded, or except as may be superceded by a collective bargaining agreement for those employees subject to Charter Sections 8.409 and 8.590. However, all definitions in this Rule are applicable to employees in all classes.

Sec. 21.13 Layoff - Permanent Appointees

- 21.13.1** Layoff of permanent appointees shall be by class in a department in inverse order of seniority except if a more senior permanent appointee elects to be laid off. In the event of a conflict, the permanent appointee with the greater seniority shall have preference.
- 21.13.2** Layoff shall be treated separately under each appointing officer except that permanent and probationary employees may displace other permanent or probationary employees in the same class with less seniority in any department.

Sec. 21.14 Reinstatement from Entrance Appointment

An employee laid off from an entrance appointment shall be either:

- 21.14.1** Restored to a position in a class and department which the employee held on a permanent basis immediately prior to appointment in the class from which laid off. If necessary, layoffs in the classes affected shall follow;
- 21.14.2** or, as directed by the Human Resources Director, appointed in rank order of seniority to a position not filled by a permanent employee in any other city department in the class held on a permanent basis immediately prior to appointment in the class from which laid off;

(Section 21.14 continues on page 21.12)

Applicability: The provisions of Rule 21 apply to all officers and employees except as noted or as specifically excluded, or except as may be superceded by a collective bargaining agreement for those employees subject to Charter Sections A8.409 and A8.590. However, all definitions in this Rule are applicable to employees in all classes.

Sec. 21.14 Reinstatement from Entrance Appointment (cont.)

- 21.14.3** or, if options 1 and 2 are exhausted or if the employee had no permanent status prior to appointment in the class from which laid off; the employee, subject to the approval of the Commission, may be appointed to a position in a class similarly related to the class from which the layoff occurred provided such action shall not adversely affect an incumbent certified from an eligible list. The Human Resources Director shall designate and recommend such classes to the Commission.

Sec. 21.15 Requirement for Probationary Period

Reinstatement to a position other than the position in the class and department in which permanently employed immediately prior to appointment in the class from which laid off shall require the appointee to serve a new probationary period.

Sec. 21.16 Seniority Date Upon Reinstatement

- 21.16.1** Employees who are reinstated to a position held on a permanent basis immediately prior to appointment in the class from which laid off shall return with their original seniority date in the class.
- 21.16.2** Employees who are reinstated to a position in which they have had no prior permanent service shall have seniority calculated from the date of certification to the class from which laid off.

Sec. 21.17 Layoff - Promotive Appointees

An employee laid off from a promotive appointment shall be either:

- 21.17.1** Restored to a position in the class and department from which promoted. If necessary, layoffs in the classes affected shall follow;
- 21.17.2** Or, as directed by the Human Resources Director, appointed in rank order of seniority in the class to a position not filled by a permanent appointee in the class from which promoted in any other city department;
- 21.14.3** Or, if options 1 and 2 are exhausted, the employee, subject to the approval of the Commission, may be appointed to a position in a class similarly related to the class from which the layoff occurred or to an appropriate lower rank class provided such action shall not adversely affect the permanent incumbents. The Human Resources Director shall designate and recommend such classes to the Commission.

Applicability: The provisions of Rule 21 apply to all officers and employees except as noted or as specifically excluded, or except as may be superceded by a collective bargaining agreement for those employees subject to Charter Sections A8.409 and A8.590. However, all definitions in this Rule are applicable to employees in all classes.

Sec. 21.17 Layoff - Promotive Appointees (cont.)

- 21.17.4** An employee who has completed the probationary period in a promotive appointment that is two or more steps higher in an occupational series than the permanent position from which promoted may be returned to a position in the City and County service in the next lower ranks. If necessary, layoffs in the classes affected shall follow.
- 21.17.5** For the purposes of this section, seniority in the intermediate class or classes shall be calculated from the date of certification in the higher class or in a class designated by the Human Resources Director as similarly related to the intermediate class.
- 21.17.6** If the employee laid off is the least senior employee in the intermediate rank(s), the employee shall be placed on holdover list(s) for such intermediate rank(s) and shall be restored to the class from which promoted.
- 21.17.7** Promotive employees who do not wish to be reinstated to a former class, a similarly-related class, or an intermediate class may waive such reinstatement and elect to be laid off or placed on involuntary leave. Such waiver shall not affect the employee's status on a holdover roster for the class from which laid off.

Sec. 21.18 Higher Class Not Filled by Promotional Examination

- 21.8.1** The Commission may order that the provisions of this Rule shall apply to appointees in higher classes in a class series even though the examination for such higher class was not held as a promotive examination or where appointees were blanketed in to such higher classes. If necessary, layoffs in the classes affected shall follow.
- 21.8.2** For the purposes of this section, seniority in the intermediate class or classes shall be calculated from the date of certification in the higher class or in a class designated by the Human Resources Director, as similarly related to the intermediate class.

Sec. 21.19 Requirement for Probationary Period

Reinstatement to a position other than the position in the class and department from which promoted shall require the appointee to serve a new probationary period.

Applicability: The provisions of Rule 21 apply to all officers and employees except as noted or as specifically excluded, or except as may be superceded by a collective bargaining agreement for those employees subject to Charter Sections A8.409 and A8.590. However, all definitions in this Rule are applicable to employees in all classes.

Sec. 21.20 Reinstatement with Employee's Original Seniority in the Class

Employees who are reinstated from a promotive appointment are restored with their original seniority in the class, if any.

Rule 21 Layoff

Article VII: Classes with Citywide Seniority for Layoff Purposes

Applicability: The provisions of Article VII, Rule 21, apply only to employees in the classes enumerated.

Sec. 21.21 Classes With Citywide Seniority For Layoff Purposes

2708	Custodian
3402	Farmer
3417	Gardener
3428	Nursery Specialist
3434	Tree Topper
5310	Surveyor's Field Assistant
5312	Surveyor
6318	Construction Inspector
7306	Automotive Body And Fender Worker
7309	Car And Auto Painter
7311	Cement Mason
7313	Automotive Machinist
7318	Electronic Maintenance Technician
7319	Electric Motor Repairer
7326	Glazier
7328	Operating Engineer, Universal
7332	Maintenance Machinist
7333	Apprentice Stationary Engineer
7334	Stationary Engineer
7338	Electrical Line Worker
7344	Carpenter
7345	Electrician
7346	Painter
7347	Plumber
7348	Steamfitter
7355	Truck Driver
7358	Pattern Maker
7360	Pipe Welder
7367	Radio Technician
7372	Stationary Engineer, Sewage Plant
7375	Apprentice Stationary Engineer, Sewage Plant
7376	Sheet Metal Worker
7381	Automotive Mechanic
7388	Utility Plumber
7392	Window Cleaner
7395	Ornamental Iron Worker
7404	Asphalt Finisher
7410	Automotive Service Worker
7434	Maintenance Machinist Helper
7450	Shade And Drapery Worker
7514	General Laborer



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MEMORANDUM

CSC No. 98-03

Date: February 12, 1998

To: Department Heads
Personnel Officers
Personnel Representatives
Employee Organization Representatives

From: Anita Sanchez
Assistant Executive Officer
Civil Service Commission

SUBJECT: Civil Service Commission Rules Change Number 96-16;
Amendment to Civil Service Commission Rule 13 - Certification
of Eligibles, Section 13.2.3 - Expansion of Certification Rules, to
extend this Rule until June 30, 1998.

San Francisco Public Library
Main Library, Civic Center
Attn: Kate Wingerson
Box 41 (RL) (34 Copies)

DOCUMENTS DEPT.

FEB 17 1998

SAN FRANCISCO
PUBLIC LIBRARY

ADRIENNE PON
PRESIDENT

A. LEE MUNSON
VICE PRESIDENT

KAREN CLOPTON
COMMISSIONER

GEORGE KOSTUROS
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

Civil Service Commission Rule 13 - Certification of Eligibles, Section 13.2.3 - Expansion of Certification Rules, provides for the use of certification rules greater than the Charter-mandated minimum Rule of Three Scores. Section 13.2.3 is applicable to classes represented by Local 21 and SEIU Locals 250, 535, and 790. This section, originally adopted by the Civil Service Commission on March 18, 1996 and extended by the Commission on December 2, 1996 and July 7, 1997, was scheduled to expire on December 31, 1997.

On February 2, 1998, the Civil Service Commission extended Civil Service Commission Rule 13 - Certification of Eligibles, Section 13.2.3 for an additional six months, through June 30, 1998.

Attached for your inclusion in your copy of the Civil Service Commission Rules are reissued pages 13.6 and 13.7 dated 2/12/98 to replace the corresponding pages dated 7/18/97. Please replace reissued page xii for the corresponding page dated 1/20/98 in your copy of the Rules.

Please call me at 252-3254, if there are questions.

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Assistant Executive Officer

Attachments

(Issued 1/20/98)

Applicability: Unless otherwise noted, the provisions of Article II, Rule 13, apply to employees in all classes represented by Service Employee International Union (SEIU) - Locals 250, 535, and 790; Transport Workers Union (TWU) - Locals 200 and 250A; Local 21 - International Federation of Professional and Technical Engineers, except for employees in classes belonging to the San Francisco Association of Personnel Professionals (SFAPP) - Local 21 who are covered by Article III; and to members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S. F. Police Officers' Association, Local 911, and Firefighters, Local 798.

13.2.3 Expansion of Certification Rules (cont.)

5) This section shall automatically expire on June 30, 1997 unless extended by the Civil Service Commission before July 31, 1997 for a maximum additional period of up to six months. At the time of Commission review, all employee organizations affected by this section shall have the option to extend or terminate their agreement to be covered by this section.

6) On July 7, 1997, the Civil Service Commission extended this section for an additional six months, through December 31, 1997.

Rule 13

Certification of Eligibles

Article III: Certification Rules for Employees Covered by Article III

Applicability: The provisions of Article III apply to all unrepresented classes and to classes represented by all employee organizations except Service Employee International Union (SEIU) - Locals 250, 535, and 790; Transport Workers Union (TWU) - Locals 200 and 250A; Local 21 - International Federation of Professional and Technical Engineers; and to members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S. F. Police Officers' Association, Local 911, and Firefighters, Local 798; provided, however, that employees in classes belonging to the San Francisco Association of Personnel Professionals (SFAPP) - Local 21, are covered by the provisions of Article III. Article VI of this Rule contains a list of classes for which the Rule of Three Scores shall be used exclusively.

Sec. 13.3 Certification of Eligibles - Employees Covered by Article III

13.3.1 Civil Service Commission Equal Employment Opportunity and Affirmative Action Policy Related to the Certification of Eligibles and Selection of Employees.

1) The Civil Service Commission endorses and supports the broadening of the Rules governing the certification of eligibles from civil service eligible lists and considers this broadening as an increase in opportunities for appointing officers to select employees who are best suited to perform the duties of specific positions and to provide greater opportunities to maximize multicultural diversity of the work force in the City and County of San Francisco.

2) Selection of employees from eligible lists shall be based on merit and fitness without regard to relationship, race, religion, sex, national origin, ethnicity, age, disability, gender identity, political affiliation, sexual orientation, ancestry, marital status, color, medical condition, or other non-merit factors or otherwise prohibited nepotism or favoritism, and with due consideration of affirmative action goals. Appointing officers and their designees shall be responsible for establishing non-discriminatory selection procedures which may include scheduling each interested eligible for interview, conducting interviews by a diverse panel, asking job-related questions, maintaining documentation of selection criteria, and reviewing the proposed selection with the department's affirmative action officer or with the Department of Human Resources Equal Employment Opportunities/Affirmative Action Division.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT.

FEB 20 1998

SAN FRANCISCO
PUBLIC LIBRARY

MEMORANDUM CSC No. 98-04

ADRIENNE PON
PRESIDENT

A. LEE MUNSON
VICE PRESIDENT

KAREN CLOPTON
COMMISSIONER

GEORGE KOSTUROS
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

Date: February 18, 1998

To: Department Heads
Personnel Officers
Personnel Representatives
Employee Organization Representatives

San Francisco Public Library
Main Library, Civic Center
Attn: Kate Wingerson
Box 41 (RL) (34 Copies)

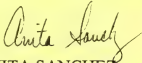
From: Anita Sanchez
Assistant Executive Officer
Civil Service Commission

SUBJECT: Corrected Attachment to Civil Service Commission Rules
Change 96-16, Rule 13 - Certification of Eligibles, Section
13.2.3 - Expansion of Certification Rules, to extend this Rule
until June 30, 1998.

Enclosed is the corrected attachment to Rules Change No. 96-16, Civil Service Commission Rule 13 - Section 13.2.3, for inclusion in your copy of the Civil Service Commission Rules. Please replace pages 13.6 and 13.7, extending Section 13.2.3 through June 30, 1998, in your copy of the Rules. We regret any inconvenience this error may have caused.

Please call me at 252-3254, if there are questions.

CIVIL SERVICE COMMISSION


ANITA SANCHEZ
Assistant Executive Officer

Attachment

Applicability: Unless otherwise noted, the provisions of Article II, Rule 13, apply to employees in all classes represented by Service Employee International Union (SEIU) - Locals 250, 535 and 790; Transport Workers Union (TWU) - Locals 200 and 250A; Local 21 - International Federation of Professional and Technical Engineers, except for employees in classes belonging to the San Francisco Association of Personnel Professionals (SFAPP) - Local 21 who are covered by Article III; and to members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

13.2.3 Expansion of Certification Rules (cont.)

5) This section shall automatically expire on June 30, 1997 unless extended by the Civil Service Commission before July 31, 1997 for a maximum additional period of up to six months. At the time of Commission review, all employee organizations affected by this section shall have the option to extend or terminate their agreement to be covered by this section.

6) On July 7, 1997 the Civil Service Commission extended this section for an additional six months, through December 31, 1997.

7) On February 2, 1997 the Civil Service Commission extended this section for an additional six months, through July 31, 1998.

Rule 13

Certification of Eligibles

Article III: Certification Rules for Employees Covered by Article III

Applicability: The provisions of Article III apply to all unrepresented classes and to classes represented by all employee organizations except Service Employee International Union (SEIU) - Locals 250, 535 and 790; Transport Workers Union (TWU) - Locals 200 and 250A; Local 21 - International Federation of Professional and Technical Engineers; and to members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798; provided, however, that employees in classes belonging to the San Francisco Association of Personnel Professionals (SFAPP) - Local 21, are covered by the provisions of Article III. Article VI of this Rule contains a list of classes for which the Rule of Three Scores shall be used exclusively.

Sec. 13.3 Certification of Eligibles - Employees Covered by Article III

13.3.1 Civil Service Commission Equal Employment Opportunity and Affirmative Action Policy Related to the Certification of Eligibles and Selection of Employees.

1) The Civil Service Commission endorses and supports the broadening of the Rules governing the certification of eligibles from civil service eligible lists and considers this broadening as an increase in opportunities for appointing officers to select employees who are best suited to perform the duties of specific positions and to provide greater opportunities to maximize multicultural diversity of the work force in the City and County of San Francisco.

2) Selection of employees from eligible lists shall be based on merit and fitness without regard to relationship, race, religion, sex, national origin, ethnicity, age, disability, gender identity, political affiliation, sexual orientation, ancestry, marital status, color, medical condition or other non-merit factors or otherwise prohibited nepotism or favoritism, and with due consideration of affirmative action goals. Appointing officers and their designees shall be responsible for establishing non-discriminatory selection procedures which may include scheduling each interested eligible for interview, conducting interviews by a diverse panel, asking job-related questions, maintaining documentation of selection criteria, and reviewing the proposed selection with the department's affirmative action officer or with the Department of Human Resources Equal Employment Opportunities/Affirmative Action Division.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT.
MAR 11 1998
SAN FRANCISCO
PUBLIC LIBRARY

MEMORANDUM CSC No. 98-06

ADRIENNE PON
PRESIDENT

A. LEE MUNSON
VICE PRESIDENT

KAREN CLOPTON
COMMISSIONER

GEORGE KOSTUROS
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

Date: March 3, 1998

To: Department Heads
Personnel Officers
Personnel Representatives
Employee Organization Representatives

From: Anita Sanchez
Assistant Executive Officer
Civil Service Commission

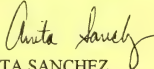
SUBJECT: Second Corrected Attachment to Civil Service Commission
Rules Change 96-16, Rule 13 - Certification of Eligibles,
Section 13.2.3 - Expansion of Certification Rules, to extend this
Rule until June 30, 1998.

San Francisco Public Library
Main Library, Civic Center
Attn: Kate Wingerson
Box 41 (RL) (34 Copies)

Enclosed is the corrected attachment to Rules Change No. 96-16, Civil Service Commission Rule 13 - Section 13.2.3, for inclusion in your copy of the Civil Service Commission Rules. Please replace pages 13.6 and 13.7, extending Section 13.2.3 through June 30, 1998, in your copy of the Rules. We regret any inconvenience this error may have caused.

Please call me at 252-3254, if there are questions.

CIVIL SERVICE COMMISSION


ANITA SANCHEZ
Assistant Executive Officer

Attachment



Applicability: Unless otherwise noted, the provisions of Article II, Rule 13, apply to employees in all classes represented by Service Employee International Union (SEIU) - Locals 250, 535 and 790; Transport Workers Union (TWU) - Locals 200 and 250A; Local 21 - International Federation of Professional and Technical Engineers, except for employees in classes belonging to the San Francisco Association of Personnel Professionals (SFAPP) - Local 21 who are covered by Article III; and to members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

13.2.3 Expansion of Certification Rules (cont.)

5) This section shall automatically expire on June 30, 1997 unless extended by the Civil Service Commission before July 31, 1997 for a maximum additional period of up to six months. At the time of Commission review, all employee organizations affected by this section shall have the option to extend or terminate their agreement to be covered by this section.

6) On July 7, 1997 the Civil Service Commission extended this section for an additional six months, through December 31, 1997.

7) On February 2, 1998 the Civil Service Commission extended this section for an additional six months, through June 30, 1998.

Rule 13

Certification of Eligibles

Article III: Certification Rules for Employees Covered by Article III

Applicability: The provisions of Article III apply to all unrepresented classes and to classes represented by all employee organizations except Service Employee International Union (SEIU) - Locals 250, 535 and 790; Transport Workers Union (TWU) - Locals 200 and 250A; Local 21 - International Federation of Professional and Technical Engineers; and to members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798; provided, however, that employees in classes belonging to the San Francisco Association of Personnel Professionals (SFAPP) - Local 21, are covered by the provisions of Article III. Article VI of this Rule contains a list of classes for which the Rule of Three Scores shall be used exclusively.

Sec. 13.3 Certification of Eligibles - Employees Covered by Article III

13.3.1 Civil Service Commission Equal Employment Opportunity and Affirmative Action Policy Related to the Certification of Eligibles and Selection of Employees.

1) The Civil Service Commission endorses and supports the broadening of the Rules governing the certification of eligibles from civil service eligible lists and considers this broadening as an increase in opportunities for appointing officers to select employees who are best suited to perform the duties of specific positions and to provide greater opportunities to maximize multicultural diversity of the work force in the City and County of San Francisco.

2) Selection of employees from eligible lists shall be based on merit and fitness without regard to relationship, race, religion, sex, national origin, ethnicity, age, disability, gender identity, political affiliation, sexual orientation, ancestry, marital status, color, medical condition or other non-merit factors or otherwise prohibited nepotism or favoritism, and with due consideration of affirmative action goals. Appointing officers and their designees shall be responsible for establishing non-discriminatory selection procedures which may include scheduling each interested eligible for interview, conducting interviews by a diverse panel, asking job-related questions, maintaining documentation of selection criteria, and reviewing the proposed selection with the department's affirmative action officer or with the Department of Human Resources Equal Employment Opportunities/Affirmative Action Division.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MEMORANDUM CSC No. 98-07

DOCUMENTS DEPT.

APR 20 1998

SAN FRANCISCO
PUBLIC LIBRARY

ADRIENNE PON
PRESIDENT

A. LEE MUNSON
VICE PRESIDENT

KAREN CLOPTON
COMMISSIONER

GEORGE KOSTUROS
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Date: April 6, 1998

To: Department Heads
Departmental Personnel Officers
Personnel Representatives
Employee Organization Representatives

From: Kate Favetti, Executive Officer

Subject: Civil Service Commission Rule Change 96-17. Amendment of
Civil Service Commission Rule 17 - Probationary Period.

The Civil Service Commission, at its meeting of March 16, 1998, deleted the current Rule 17 - Probationary Period in its entirety, and in its place adopted new language attached.

The changes included in the newly-adopted Rule apply to employees who **start work** in a probationary status on or after March 16, 1998. Rule 17 changes include the following points:

Redefinition: The probationary period is defined as a period of regularly-scheduled hours worked, excluding any time off for leave — paid or unpaid. Vacation, holidays, compensatory time or other types of time off are not included towards the completion of the probationary period.

Licenses and/or Certificates: The amended Rule allows appointing officers, with the approval of the Human Resources Director, to extend the probationary period for up to a maximum of twelve (12) calendar months to allow an employee time in which to obtain required licenses and/or certificates.

Change in Terminology: The term "release" replaces the term "termination" when separating employees during the probationary period.

Retreat Rights: Except in cases of release due to disciplinary reasons, a promotive probationary employee has automatic return rights to a position from which promoted.

Future Employment: Employees who are released during the probationary period have no restrictions on future employment with the City, unless the release is for disciplinary reasons. Employees released for disciplinary reason have an appeal right to the Civil Service Commission on future employment recommendations only. The appointing officer's decision to release is final.

Duration: All references to duration have been removed. Duration is no longer under the jurisdiction of the Civil Service Commission.

Attached is a copy of the newly-adopted Rule 17. Remove pages 17.1 through 17.17 and replace with the attached Rule 17 (pages 17.1 through 17.5).

Also attached is a copy of page xii (the Amendment Control Sheet) dated 3/16/98 documenting Civil Service Commission Rule Change Number 96-17. Substitute updated page xii for the corresponding page in your copy of the Civil Service Commission Rules.

Please call me or Anita Sanchez at 252-3247, if there are any questions.

CIVIL SERVICE COMMISSION

A handwritten signature in dark ink, appearing to read "Kate Favetti", with a stylized flourish at the end.

KATE FAVETTI
Executive Officer

Attachment

Rule 17

Probationary Period

Article I: Administration of the Probationary Period

Applicability: The provisions of Article I, Rule 17, apply to employees in all classes except employees in classes represented by the Transport Workers Union - Locals 200 and 250A, and to the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Article II: Probationary Period Administration

Applicability: The provisions of Article II, Rule 17, apply only to employees in classes represented by the Transport Workers Union - Locals 200 and 250A, and to the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Article III: Separation of Probationary Employees

Applicability: Unless otherwise noted, the provisions of Article III, Rule 17, apply to employees in all classes.

Article IV: Termination During the Probationary Period

Applicability: Unless otherwise noted, the provisions of Article IV, Rule 17, apply to employees in all classes.

Article V: Dismissal During Probationary Period

Applicability: Unless otherwise noted, the provisions of Article V, Rule 17, apply only to employees in classes represented by the Transport Workers Union - Locals 200 and 250A, and to the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Article VI: Classes Requiring More than Six Months Probationary Period

Applicability: The provisions of Article VI, Rule 17, apply only to employees in the classes enumerated in Article VI.

Rule 17

Probationary Period

Article I: Administration of the Probationary Period

Applicability: The provisions of Article I, Rule 17, apply to employees in all classes except employees in classes represented by the Transport Workers Union - Locals 200 and 250A, and to the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 17.1 Requirement for and Purpose of the Probationary Period

- 17.1.1** Any person appointed to a permanent civil service position shall serve a probationary period.
- 17.1.2** Nothing in these provisions is intended to infringe upon or restrict the discretion of appointing officers in terminating a probationary employee as provided for in these Rules.
- 17.1.3** The probationary period is the final and most important phase of the selection process and is to be used for evaluating the performance of the employee in the position to which appointed.

Sec. 17.2 Appointments Subject to the Probationary Period

A probationary period is required for all of the following types of permanent appointment:

- 17.2.1** Appointment from an eligible list;
- 17.2.2** Appointment following layoff or involuntary leave when the appointment is to a class and/or department other than the one from which laid off or where a probationary period had not been previously served in the class and department.
- 17.2.3** Appointment by transfer to the same class in another department, disability transfer, or transfer occasioned by reduction in force due to technological advances, automation or the installation of new equipment.
- 17.2.4** Reappointment of resignees;
- 17.2.5** Reinstatement at the request of the employee to a permanent position in a former class in a department other than a department in which the probationary period had been completed in this former class;

Applicability: The provisions of Article I, Rule 17, apply to employees in all classes except employees in classes represented by the Transport Workers Union - Locals 200 and 250A, and to the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 17.2 **Appointments Subject to the Probationary Period (cont.)**

- 17.2.6** Advancement from a part-time position to a full-time position, except if the employee has previously served a probationary period in a full-time position in the same class in the same department;
- 17.2.7** Reversion by a promotive probationary employee to a position in a former class in which the probationary period has been completed, except if the employee has previously served a probationary period in the same department in that class.

Sec. 17.3 **Duration of Probationary Period**

- 17.3.1** The probationary period shall be six months of service, except for those classes designated in Article VI of this Rule.
- 17.3.2** An employee appointed through disability transfer, as provided elsewhere in these Rules shall be required to serve a probationary period of the same duration applicable to the class to which transferred.
- 17.3.3** For an employee who returns to a permanent position following layoff, the probationary period shall be the same period normally applicable to the class to which the employee is appointed. However, for a permanent employee in holdover status, who was laid off during the probationary period and who is returning to the same department and class from which laid off, the employee need only serve the balance of the probationary period.
- 17.3.4** An appointing officer may credit as probationary time served an employee's prior full-time service in a permanent position in the same class, excluding probationary time. Such credits shall not exceed one-half of the required length of the probationary period.
- 17.3.5** Appointing officers may credit periods of limited term transfer toward the completion of the probationary period as provided in the transfer provisions of the Appointment Rule.
- 17.3.6** Probationary periods of 12 months and up to a maximum of 24 months may be established for professional, executive and management classes.

Applicability: The provisions of Article I, Rule 17, apply to employees in all classes except employees in classes represented by the Transport Workers Union - Locals 200 and 250A, and to the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 17.4 Extension of the Probationary Period

- 17.4.1** Except as provided elsewhere in this section, all periods of unpaid authorized leave, except sick leave, all periods of unauthorized absence, and all periods of disciplinary suspension shall automatically extend the probationary period by the total time of the absence.
- 17.4.2** An appointing officer, with the approval of the Human Resources Director, may extend the probationary period of a probationary appointee for up to a maximum of 12 calendar months in order to allow the employee time in which to obtain required licenses and/or certificates.
- 17.4.3** All periods of sick leave, with or without pay, in excess of ten working days per six months of probationary period shall automatically extend the probationary period by the total time off in excess of ten working days.
- 17.4.4** For all appointees, periods of disability leave shall automatically extend the probationary period by the total time of the absence.
- 17.4.5** Regular civil service appointees in the School Districts shall have their probationary period calculated on the basis of actual service, excluding from such period of service, periods of non-service such as school vacation.

17.4.6 Exceptions to Extension

- 1)** Military leave, jury duty leave, and vacation leave granted during the probationary period shall not extend the probationary period.
- 2)** Time served while on leave of absence to serve temporarily under the same appointing officer in another class during the probationary period shall be counted toward the completion of the probationary period for the class from which leave was granted. Appointing officers shall notify the Department of Human Resources in writing of such temporary appointments.

17.4.7 Successive Probationary Appointment

With the approval of the Human Resources Director, an appointing officer, with the concurrence of the employee, may renew the employee's probationary period. The Human Resources Director shall establish the administrative process and procedures for accomplishing such successive probationary appointments.

Applicability: The provisions of Article I, Rule 17, apply to employees in all classes except employees in classes represented by the Transport Workers Union - Locals 200 and 250A, and to the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 17.5 **Report of Probationary Period**

The appointing officer shall notify the appointee and the Department of Human Resources on the prescribed form of the completion of an appointee's probationary period.

Sec. 17.6 **Voluntary Resumption of Probationary Status**

When agreed upon by an appointing officer, an employee and with the approval of the Human Resources Director, a permanent employee past the probationary period may voluntarily agree to serve a new probationary period in lieu of the department dismissing the employee. The duration of the resumed probationary period shall not exceed six calendar months. During this resumed probationary period, should the employee fail to abide by the terms and conditions of the probationary period set by the department, subsequent disciplinary action may be taken. This resumed probationary period is subject to all terms and conditions of a probationary period as provided elsewhere in this Rule.

Rule 17

Probationary Period

Article II: Probationary Period Administration

Applicability: The provisions of Article II, Rule 17, apply only to employees in classes represented by the Transport Workers Union - Locals 200 and 250A, and to the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 17.7 Purpose of the Probationary Period

- 17.7.1** The probationary period is the final phase of the selection process and is to be used for evaluating the ability of the employee to perform the assigned duties of the position to which appointed.
- 17.7.2** Nothing in these provisions is intended to infringe upon or restrict the discretion of appointing officers in terminating a probationary employee as provided in these Rules.

Sec. 17.8 Appointments Subject to the Probationary Period

A probationary period is required for the following types of appointment:

- 17.8.1** Permanent appointment from an eligible list.
- 17.8.2** Permanent appointment following layoff or involuntary leave when the appointment is to a class and/or department other than the one from which laid off or where a probationary period had not been previously served in the class and department.
- 17.8.3** Appointment by permanent transfer to the same class in another department, disability transfer, or appointment by transfer occasioned by reduction in force due to technological advances, automation or the installation of new equipment.
- 17.8.4** Reappointment of resignees.
- 17.8.5** Reinstatement at the request of the employee to a permanent position in a former class in a department other than a department in which the probationary period had been completed in this former class.

Applicability: The provisions of Article II, Rule 17, apply only to employees in classes represented by the Transport Workers Union - Locals 200 and 250A, and to the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 17.8 **Appointments Subject to the Probationary Period (cont.)**

- 17.8.6** Advancement from a part-time position to a full-time position, except if the employee has previously served a probationary period in a full-time position in the same class in the same department.

Sec. 17.9 **Exception to Probationary Period Requirement**

Employees returned to a position in the class from which promoted by action of the Commission under the separation procedures provided elsewhere in these Rules shall not be required to serve a new probationary period, unless ordered otherwise by the Commission.

Sec. 17.10 **Duration of Probationary Period**

- 17.10.1** The probationary period shall be six months except for those classes designated in Article VI of this Rule.
- 17.10.2** An employee appointed through disability transfer as provided elsewhere in these Rules shall be required to serve a probationary period of six months of service.
- 17.10.3** The probationary period for an employee returned to duty to a permanent appointment following layoff as provided elsewhere in these Rules shall be six months of service in all cases provided, however, that a permanent holdover who was serving a probationary period when laid off and is being returned to duty in the same department from which laid off shall serve the balance of the probationary period.
- 17.10.4** Appointing officers may credit, as time served toward the completion of the probationary period, prior permanent appointment in the same class, not to exceed the total length of the period(s) of appointment up to a maximum credit of one-half of the required length of the probationary period.
- 17.10.5** Appointing officers may credit periods of limited term transfer toward the completion of the probationary period as provided in the transfer provisions of the Appointment Rule.

Applicability: The provisions of Article II, Rule 17, apply only to employees in classes represented by the Transport Workers Union - Locals 200 and 250A, and to the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 17.11 Extension of the Probationary Period

- 17.11.1** Except as provided elsewhere in this section, all periods of unpaid authorized leave, except sick leave, all periods of unauthorized absence, and all periods of disciplinary suspension shall automatically extend the probationary period by the total time of the absence.
- 17.11.2** All periods of sick leave, with or without pay, in excess of ten working days per six months of probationary period shall automatically extend the probationary period by the total time off in excess of ten working days.
- 17.11.3** For all appointees, periods of disability leave shall automatically extend the probationary period by the total time of the absence.
- 17.11.4** Regular civil service appointees in the School Districts shall have their probationary period calculated on the basis of actual service, excluding from such period of service, periods of non-service such as school vacation.

17.11.5 Exceptions to Extension

- 1)** Military leave, jury duty leave, and vacation leave granted during the probationary period shall not extend the probationary period.
- 2)** Time served while on leave of absence to serve temporarily under the same appointing officer in another class during the probationary period shall be counted toward the completion of the probationary period for the class from which leave was granted. Appointing officers shall notify the Commission in writing of such temporary appointments.

Sec. 17.12 Report of Probationary Period

The appointing officer shall notify the appointee and the Department of Human Resources on the prescribed form of the completion of an appointee's probationary period.

Rule 17

Probationary Period

Article III: Separation of Probationary Employees

Applicability: Unless otherwise noted, the provisions of Article III, Rule 17, apply to employees in all classes.

Sec. 17.13 Procedure for Termination of Entrance Probationary Employee

17.13.1 An entrance probationary employee may be terminated by the appointing officer at any time during the probationary period upon written notice of such termination to the employee and to the Human Resources Director specifying the reasons for such termination. The notification and hearing procedures shall be as provided elsewhere in these Rules.

17.13.2 The Commission shall take one or more of the following actions:

- 1)** May declare such person dismissed, or, except for members of the uniformed ranks of the Police and Fire Departments, return the name to the eligible list from which appointed under such conditions for further appointment it deems appropriate, provided that certification to the same position and same immediate supervisor will not be made if the termination was for disciplinary reasons. If the list from which the terminated employee was appointed has expired, the name of the employee may be placed on a reemployment register for the class for an additional period of eligibility of 12 months under such conditions for further appointment as the Commission deems appropriate;
- 2)** Order the name of the person removed from any regular eligible list or lists on which the person may have standing;
- 3)** Restrict future employment as it deems appropriate.

Sec. 17.14 Procedure for Termination of Promotive Probationary Employee

Sec. 17.14.1 A promotive probationary employee may be terminated by the appointing officer at any time during the probationary period upon written notice of such termination to the employee and to the Human Resources Director specifying the reasons for such termination. The termination shall be in accordance with the provisions of this Rule.

Applicability: Unless otherwise noted, the provisions of Article III, Rule 17, apply to employees in all classes.

Sec. 17.14 Procedure for Termination of Promotive Probationary Employee (cont.)

- 17.14.2** Except for members of the uniformed ranks of the Police and Fire Departments, the employee shall have the right of appeal and hearing before the Commission. Notice of appeal shall be filed in writing in the Commission Office within 20 calendar days as provided elsewhere in this Rule. The Commission will announce the time and place of hearing which shall be as soon thereafter as convenient to all parties.
- 17.14.3** The Commission shall render its decision within 30 days after receipt of the notice of termination, and
- 1) may direct such person dismissed;
 - 2) declare such person reinstated in the position and may order that the employee be paid salary from the time of the termination of appointment;
 - 3) order the return of such person to a position in the class from which promoted and may re-establish the employee's eligibility to a list of eligibles for the promotive class under such conditions as the Commission may deem just. If the list from which the terminated employee was appointed has expired, the name of the employee may be placed on a reemployment register for the class for an additional period of eligibility of 12 months under such conditions for further appointment as the Commission deems appropriate;
 - 4) The decision of the Commission shall be final and shall not be reconsidered.
- 17.14.4** Employees returned by action of the Commission to a position in the class from which promoted shall not be required to serve a new probationary period unless otherwise ordered by the Commission.
- 17.14.5** Pending final decision, the appointing officer in the present or any other department has the option to restore the employee to duty in a position in the class from which promoted.

Rule 17

Probationary Period

Article IV: Termination During the Probationary Period

Incorporating former Charter Section 8.340 into the Civil Service Commission Rules pursuant to former Charter Section 8.320-1 Incorporating Former Charter Provisions (Proposition C - November 5, 1991 Election)

Applicability: Unless otherwise noted, the provisions of Article IV, Rule 17, apply to employees in all classes.

Sec. 17.15 Termination During the Probationary Period

17.15.1 Procedure for Termination

At any time during the probationary period the appointing officer may terminate the appointment upon giving written notice of such termination to the employee and to the Human Resources Department specifying the reasons for such termination.

17.15.2 Requirement for Commission Review

Except in the case of members of the uniformed ranks of the Police and Fire Departments, the Civil Service Commission shall review the termination. The Civil Service Commission shall by Rule establish the procedures for such review.

17.15.3 Termination of Entrance Probationary Period

If the appointment resulted from an entrance examination, the Commission may declare such person dismissed or, except for members of the uniformed ranks of the Police and Fire Departments, may return the name to the eligible list under such conditions for further appointment as the Commission may deem just.

17.15.4 Termination of Promotive Probationary Period

Except for members of the uniformed ranks of the Police and Fire Departments, if the appointment resulted from a promotional examination, the employee shall have the right of appeal and hearing before the Civil Service Commission. The Commission shall render a decision within 30 days after receipt of the notice of termination and may declare such person dismissed; or order such person reinstated to the position without prejudice, and the Commission may in its discretion order that the employee be paid salary from the time of the termination of the appointment; or order the return of such person to a position in the class from which that person was promoted and may reestablish the employee's eligibility to an eligible list for the same promotive class under such conditions as the Commission may deem just.

Applicability: Unless otherwise noted, the provisions of Article IV, Rule 17, apply to employees in all classes.

Sec. 17.15 **Termination During the Probationary Period (cont.)**

17.15.5 **Finality of Commission's Decision**

The decision of the Commission shall be final.

Sec. 17.16 **Commission Authority to Review All Probationary Terminations**

Nothing in these Rules shall preclude the Civil Service Commission from reviewing terminations for the purpose of future employability including terminations in the uniformed ranks of the Police and Fire Departments.

Rule 17

Probationary Period

Article V: Dismissal During Probationary Period

Incorporating former Charter Section 8.340 into the Civil Service Commission Rules pursuant to former Charter Section 8.320-1 Incorporating Former Charter Provisions (Proposition C - November 5, 1991 Election)

Applicability: The provisions of Article I, Rule 17, apply only to employees in classes represented by the Transport Workers Union - Locals 200 and 250A, and to the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 17.17 Requirement for Probationary Period

Any person appointed to a permanent position shall serve a probationary period.

Sec. 17.18 Duration of Probationary Period

17.18.1 The Civil Service Commission shall by Rule establish a probationary period of not less than six months' service and up to a maximum of 12 months' service for each class;

17.18.2 Provided that the probationary period for entrance positions in the uniformed ranks of the police department, fire department, and San Francisco International Airport police force shall be for 12 months except that, with respect to members of the uniformed ranks of the police department, the probationary period shall be completed after 12 months' service from the day following completion of the prescribed department field training officer program, but in no case to exceed 84 weeks from the date of appointment;

17.18.3 Provided further that probationary members of the uniformed ranks of the police department charged with breach of duty or misconduct shall be afforded the procedural rights set forth in Charter Section A8.343 for such charges.

Sec. 17.19 Probationary Period for Executive and Management Classes

Probationary periods of 12 months and up to a maximum of 24 months may be established for executive and management classes.

Rule 17

Probationary Period

Article VI: Classes Requiring More than Six Months Probationary Period

Applicability: The provisions of Article VI, Rule 17, apply only to employees in the classes enumerated.

Sec. 17.20 Probationary Period for Certain Miscellaneous Employees

Unless superceded by Collective Bargaining Agreement or by Ordinance, a probationary period of one year is required for the following classes:

1829 Operations Analyst
2232 Sr. Physician Specialist
2233 Supervising Physician Specialist
2292 Shelter Veterinarian
2444 Clinical Laboratory Technologist
2446 Senior Clinical Laboratory Technologist
2453 Supervising Pharmacist
2462 Microbiologist
2464 Senior Microbiologist
2465 Virologist
2496 Radiologic Technologic Supervisor
2561 Optometrist
2565 Acupuncturist
2576 Supervising Clinical Psychologist
2832 Supervising Public Health Nurse
2978 Contract Compliance Officer II
2982 Rent Board Supervisor
3372 Animal Control Officer
3438 Tree Topper Supervisor II
3484 Agricultural Division Land Agent
3650 Medical Records Librarian
4331 Security Analyst
6236 Boiler Inspector
6242 Plumbing Inspector
6244 Chief Plumbing Inspector
6248 Electrical Inspector
6249 Senior Electrical Inspector
6250 Chief Electrical Inspector
6252 Line Inspector
6331 Building Inspector
7126 Mechanical Shop & Equipment Superintendent
7134 Water Construction & Maint. Superintendent
7136 Water Shops & Equipment Superintendent
7204 Chief Water Service Inspector
7213 Plumber Supervisor I

Applicability: The provisions of Article VI, Rule 17, apply only to employees in the classes enumerated.

Sec. 17.20 Probationary Period for Certain Miscellaneous Employees (cont.)

7214	Electrical Transit Equipment Supervisor
7216	Electrical Transit Shop Supervisor I
7225	Transit Paint Shop Supervisor I
7230	Fire Department Water System Supvr. I
7232	Hetch Hetchy Mechanical Shop Supervisor
7233	Glazier Supervisor I
7235	Transit Power Line Supervisor I
7238	Electrician Supervisor I
7239	Plumber Supervisor I
7240	Water Meter Shop Supervisor I
7242	Painter Supervisor I
7244	Power Plant Supervisor I
7246	Sewer Repair Supervisor II
7248	Steamfitter Supervisor II
7250	Utility Plumber Supervisor I
7251	Truck Maintenance Worker Supvr. I
7253	Electrical Transit Mechanic Supervisor I
7255	Power House Electrician Supervisor I
7256	Electric Motor Repair Supvr. I
7257	Communication Line Supervisor I
7259	Water and Power Maintenance Supervisor I
7258	Maintenance Machinist Supervisor I
7273	Communications Line Worker Supervisor II
7274	Transit Power Line Worker Supervisor II
7275	Cable Splicer Supervisor I
7276	Electrician Supervisor II
7277	City Shops Asst. Superintendent
7278	Painter Supervisor II
7279	Powerhouse Electrician Supervisor I
7281	Street Cleaning Supervisor II
7284	Utility Plumber Supervisor II
7285	Transmission Line Worker Supervisor II
7287	Supervising Electronic Maint. Technician
7288	Signal System Maintenance Superintendent
7329	Electronic Maint. Technician Asst. Supvr.
7349	Steamfitter Assistant Supervisor
7386	Utility plumber Assistant Supervisor
8126	Sr. Investigator, Office of Citizen Complaints
8190	Attorney, Tax Collector
8230	Chief Museum Guard
8247	Emergency Planning Coordinator
8324	Supervising Counselor, Juvenile Court
8326	Assistant Director, Boys Ranch School
8440	Probation Officer
8442	Senior Probation Officer
8446	Court Alternative Specialist
9139	Transit Supervisor
9140	Transit Manager I

Applicability: The provisions of Article VI, Rule 17, apply only to employees in the classes enumerated.

Sec. 17.20 Probationary Period for Certain Miscellaneous Employees (cont.)

9141	Transit Manager II
9155	Claims Investigator
9156	Senior Claims Investigator
9157	Claims Adjuster
9158	Assistant Claims Adjuster
9173	Systems Safety Inspector
9217	Deputy Chief, Bureau of Airport Police
9241	Airport Electrician Supvr.
9344	Roofing Supervisor I
9350	Harbor Police Officer
9358	Crane Mechanic Supervisor
9360	Construction & Maintenance Supvr. II, Port

Sec. 17.21 Probationary Period for Certain Registered Nurse Classes

The Civil Service Commission has established a one-year probationary period for the classes listed below which are covered under Charter Section A8.403 - Compensation for Registered Nurse Classes:

2322	Head Nurse
2324	Nursing Supervisor
2326	Nursing Supervisor Psychiatric
2342	Head Nurse, Surgery
2350	Instructor of Nursing
2352	Asst. Dir. of Nursing, Staff Dev. & Research
2366	Asst. Director of Nurses, LHH
2368	Asst. Director of Nurses, SFGH

Sec. 17.22 Probationary Period for Appointees to the Entrance Uniformed Rank of the San Francisco Police Department

The probationary period for appointees to the entrance uniformed rank of the San Francisco Police Department (Class Q2) shall be completed after 12 months' service from the day following completion of the prescribed department field training officer program, but in no case to exceed 84 weeks from the date of appointment.

Sec. 17.23 Employees of the San Francisco Unified School District and the San Francisco Community College District

Employees in the following classes at the San Francisco Unified School District or the San Francisco Community College District shall serve a one-year probationary period:

- 1550 Exec. Asst. to the Board of Education
- 1661 Asst. Fiscal Officer Board of Education
- 1809 Administrative Asst. to the Supt. of Schools
- 1832 Business Manager, City College
- 1890 Manager, Data Processing, SFUSD
- 1939 Schools Warehouse Supervisor
- 2977 Education Integration Specialist
- 2979 Student Assignment Manager, Board of Ed.
- 2981 Manager, Intake Center, SFUSD
- 5269 School Architectural Coordinator
- 6340 School Construction Coordinator
- 7209 School Heating and Ventilation Supervisor
- 7262 Maintenance Planner, SFUSD
- 7263 Maintenance Manager, SFUSD
- 7374 Chief Engineer, KALW Station
- 9178 School Transportation Supervisor



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT.

MAY 18 1998

SAN FRANCISCO
PUBLIC LIBRARY

MEMORANDUM CSC. No. 98-09

BOX 41
PUBLIC LIBRARY - MAIN LIBRARY
GOV. INFO. CENTER
100 Larkin Street
San Francisco, CA 94102
M-2* A-1*

ADRIENNE PON
PRESIDENT

A. LEE MUNSON
VICE PRESIDENT

KAREN CLOPTON
COMMISSIONER

GEORGE KOSTUROS
COMMISSIONER

ISABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Date: May 12, 1998

To: Department Heads
Departmental Personnel Officers
Personnel Representatives
Employee Organization Representatives

From: Kate Favetti, Executive Officer

Subject: Civil Service Commission Rule Change 96-18. Amendment of
Rule 15 - Exempt Employment of Individuals who are Severely
Disabled and Rule 14 - Appointments.

The Civil Service Commission, at its meeting of April 6, 1998, adopted rule changes to implement the provisions of the Americans with Disabilities Act.

The newly-adopted rule changes further enable the City to make reasonable efforts to place an employee in another or same class when the employee's department is unable to reasonably accommodate the employee.

Important points in the newly-amended Rule 15 - Rules Related to the Employment of Persons with Disabilities, are:

1. Rule 15 has been retitled from "Exempt Employment of Individuals who are Severely Disabled" to "Rules Related to the Employment of Persons with Disabilities."
2. Article I: Exempt Employment of Individuals who are Severely Disabled

This section contains the existing language on exempt employment of persons who are severely disabled, except the language on resolution of disputes has been moved to the newly-created Rule 15, Article III - Resolution of Disputes.

Memorandum

Page 2

May 12, 1998

3. Article II: Rules Related to the Americans with Disabilities Act

This section replaces rule 14 - Appointments, Article VI - Appointment by Transfer, Section 14.34 - Transfer of Disabled.

Referral: When reasonable attempts by a department to reasonably accommodate an employee who qualifies under the Americans with Disabilities Act are not successful, the department shall refer the employee to the Department of Human Resources (DHR). Staff in DHR will search for another position in the City service for no more than thirty (30) days from the date that the prescribed forms are completed and received in DHR from the employee's department.

Placement: Appointments under the provisions of this Rule shall be to a vacant position for which the employee qualifies and can perform the essential functions with or without accommodation.

Salary: Placement to a position shall not exceed five percent (5%) in excess of employee's current actual salary.

Certification: Certification and permanent appointment under this Rule shall be made under the "Rule of One." Persons serving under temporary or provisional appointment shall acquire no right to permanent civil service status through this Rule.

Seniority: The certification date to the new position shall establish civil service seniority in the new position in the department.

Probationary Period: Employees appointed shall serve a probationary period. The length of the probationary period shall be as provided in the Collective Bargaining Agreement or ordinance.

4. Article III: Resolution of Disputes

Disputes regarding the application, implementation or interpretation shall be decided by the Human Resources Director subject to the applicable appeal procedures in Civil Service Commission Rules.

Memorandum
Page 3
May 12, 1998

Attached are amended pages to Rule 14 - Appointments, reflecting the deletion of Section 14.34 - Transfer of Disabled. Remove pages 14.18 through 14.30 and replace with pages 14.18 through 14.28.

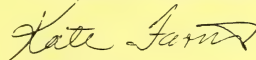
Also attached is a copy of the newly-adopted Rule 15 - Rules Related to the Employment of Persons with Disabilities. Remove pages 15.1 through 15.5 and replace with pages 15.1 through 15.10.

Also attached is a copy of page xii (the Amendment Control Sheet) dated May 12, 1998, documenting Civil Service Commission Rule Change Number 96-18. Substitute updated page xii for the corresponding page in your copy of the Civil Service Commission Rules.

Please call me or Anita Sanchez at 252-3247, if there are any questions.

Sincerely,

CIVIL SERVICE COMMISSION

A handwritten signature in black ink, appearing to read "Kate Favetti", with a stylized flourish at the end.

KATE FAVETTI
Executive Officer

Attachments



[illegible]



Rule 14

Appointments

Article VI: Appointment by Transfer

Applicability: Unless otherwise noted, the provisions of Article VI, Rule 14, apply to employees in all classes.

Sec. 14.32 Transfer - General

- 14.32.1** A transfer of a permanent appointee who has completed the probationary period to a position in the same class under another appointing officer shall be requested on the form prescribed by the Human Resources Director.
- 14.32.2** A properly completed transfer form approved by the appointing officer or designee of the department to which transfer is requested shall be filed in the requested department. A copy of the approved form shall be filed with the Department of Human Resources and in the employee's current department within two business days of approval.
- 14.32.3** Appointees accepting a new appointment by transfer shall give a minimum period of notice prior to separation from their current department of 15 working days, unless the current department approves a shorter period of notice.
- 14.32.4** Appointments by transfer are subject to the appointment and probationary provisions of these Rules.
- 14.32.5** Appointment by transfer will cancel all other transfer requests which have been filed.

Sec. 14.33 Transfer from Position Not Full-Time

A permanent appointee to a part-time position or a position not full time on an annual basis and who serves under such appointment continuously for one year, may request transfer to a regular full-time position in accordance with the provisions of this Rule.

Sec. 14.34 Transfer of Disabled

14.34.1 Request Form Prescribed

A disability transfer request shall be submitted to the Department of Human Resources on the form prescribed by the Human Resources Director.

Applicability: Unless otherwise noted, the provisions of Article VI, Rule 14, apply to employees in all classes.

Sec. 14.34 **Transfer of Disabled (cont.)**

14.34.2 **Certification by Designated Physician**

A physician designated by the Human Resources Director, pursuant to the Rule on medical examinations, shall certify on such form that the employee, because of disability, is unable to perform the duties of his or her present position but may perform the duties of the position to which transfer is requested.

14.34.3 **Action by the Human Resources Director and Appeal of Decision**

- 1) The disability transfer request shall be subject to the approval of the Human Resources Director.
- 2) In effecting a disability transfer, the Human Resources Director shall consider the employee's skills, education and experience and shall make every attempt to place the employee in a position with a salary as close as possible to the salary the employee is receiving in the class from which transferring.
- 3) In evaluating the employee for a particular position, the Human Resources Director shall refer the employee to the department prior to certification. Both the employee and the department will advise the Human Resources Director of their assessment of the position under consideration for the employee. The decision of the Human Resources Director shall be final unless within five days of the decision to certify the employee to the department, either the employee or the department appeals to the Commission.

Sec. 14.34.4 **Priority of Requests**

In the event of more than one disability transfer request filed for the same position, the request with the earlier filing time in the Department of Human Resources shall be offered available appointment.

Sec. 14.34.5 **Probationary Period Following Disability Transfer**

- 1) A disability transferee shall serve a probationary period of six months of service as provided elsewhere in these Rules.

Applicability: Unless otherwise noted, the provisions of Article VI, Rule 14, apply to employees in all classes.

Sec. 14.34 **Transfer of Disabled (cont.)**

14.34.5 **Probationary Period Following Disability Transfer (cont.)**

2) At any time during the probationary period the employee may, with the review and approval of the appointing officer and subject to the approval of the Human Resources Director, request further disability transfer to a position in the class to which transferred in another department subject to a new probationary period, or to a position in another class subject to a new probationary period. If there is no immediate vacancy in another position or class pending such further disability transfer, the employee shall remain in the department and the probationary period shall be extended until further disability transfer can be effected; however, in no case shall the extension of the probationary period exceed three months of service. Requests for further disability transfer may be rescinded on the request of the employee and with the approval of the appointing officer. If the request is rescinded during the initial six month probationary period, the employee will complete the balance of the probationary period; if the rescission occurs during the extension to the probationary period, the employee will be deemed as having passed the probationary period on the date the approved request to rescind is received in the Department of Human Resources. At any time during the probationary period or the probationary period extension, charges for the employee's dismissal may be preferred in accordance with the procedures governing the removal of permanent employees as provided in Charter Section A8.341 and elsewhere in these Rules.

3) The hearing officer in rendering a decision shall have the following options: exonerate the employee; suspend the employee; terminate the employee; or refer the employee to the Department of Human Resources for consideration for further disability transfer. The hearing officer shall evaluate the charges for dismissal with the standard applicable to a probationary and not a permanent employee. The decision of the hearing officer shall be final.

14.34.6 **Certification and Appointment**

Certification and appointment of disability transferees shall be made in accordance with the provisions of the Rules governing the Rule of One. Such transferees shall have priority over eligibles on existing eligible lists; however, holdovers shall have preference for certification and appointment over disability transferees.

Applicability: Unless otherwise noted, the provisions of Article VI, Rule 14, apply to employees in all classes.

Sec. 14.34 **Transfer of Disabled (cont.)**

14.34.7 **Resolution of Disputes**

1) A dispute concerning the application, implementation or interpretation of this section shall be decided by the Human Resources Director subject to appeal to the Commission as provided elsewhere in these Rules.

2) Pending final resolution of a dispute under this subsection, any proposed disability transfer shall be held in abeyance.

Sec. 14.35 **Transfers Occasioned by Reduction of Force Due to Technological Advances, Automation, or the Installation of New Equipment**

Permanent civil service employees who have completed their probationary period and who are subject to layoff because of technological advances, automation, the installation of new equipment, or the transfer of functions to another jurisdiction may submit a request to the Human Resources Director for transfer to a position within their capacities to perform, whether or not within the class for which they qualified for appointment. Such request for transfer shall be subject to the following:

14.35.1 Request for transfer shall be submitted on the form prescribed by the Human Resources Director and shall be approved by the appointing officer or designee of the department to which transfer is requested.

14.35.2 The position to which transfer is requested shall not be to a class with more than a five percent (5%) increase in compensation.

14.35.3 The Human Resources Director may administer any examinations which, in the judgment of the Human Resources Director, are deemed advisable to test the capacity of the employee to perform the duties in the position to which transfer is requested, unless the transfer is to a position in the same class or a closely related class.

14.35.4 Employees so transferred, who are not suited to the position, may be given an opportunity for further transfer to other positions within their capacities to perform.

14.35.5 In the event of layoff of an appointee who occupies a position through transfer under the provisions of this section, such layoff shall be in accordance with the applicable provisions of the Layoff Rule. Seniority shall be calculated from the date of certification in the class from which transferred.

Applicability: Unless otherwise noted, the provisions of Article VI, Rule 14, apply to employees in all classes.

Sec. 14.35 Transfers Occasioned by Reduction of Force Due to Technological Advances, Automation, or the Installation of New Equipment (cont.)

- 14.35.6** Employees transferred under the provisions of this section may request reinstatement to the former class in accordance with the Reinstatement Rule.
- 14.35.7** In the event that more than one approved transfer to the same class is on file in the Department of Human Resources, preference shall be given to the appointee who has the longest service under civil service permanent appointment in the class from which layoff is to be made.
- 14.35.8** An appointee transferred under the provisions of this section shall serve a probationary period in the new class.

Sec. 14.36 Transfers Occasioned by the Transfer of Functions from One Department to Another

- 14.36.1** When, in accordance with Charter provisions, part of the functions and duties of any department are transferred to another department, the employees performing such functions and duties shall be transferred therewith.
- 14.36.2** Such employees shall retain in their new department the same salary and civil service seniority status as they had in the department from which transferred.
- 14.36.3** Employees transferred in accordance with this Rule shall not be required to serve a new probationary period.

Sec. 14.37 Limited-Term Transfer

14.37.1 Definition

The transfer of a permanent appointee to a vacant position in the same class under another appointing officer for a specified duration of up to six calendar months may be approved by the appointing officers of both departments and the Human Resources Director and shall be known as a "limited-term transfer."

Applicability: Unless otherwise noted, the provisions of Article VI, Rule 14, apply to employees in all classes.

Sec. 14.37 **Limited-Term Transfer (cont.)**

14.37.2 **Purpose**

The purpose of a limited-term transfer is to more efficiently utilize and exchange human resources among the departments of the City and County; to allow employees exposure and training in other departments; and to provide a mechanism for reducing staffing levels during slow periods or periods of fiscal emergency and to temporarily increase staffing during peak work periods.

14.37.3 **Types of Limited-Term Transfers**

1) Voluntary: A limited-term transfer may be initiated on the written request of an employee on the form prescribed by the Human Resources Director.

2) Mandatory: A permanent or probationary employee may be transferred by the employee's appointing officer for a specified period up to a maximum of six months in any calendar year to a position in the same class under another appointing officer. Such transfers shall be made by class in reverse order of seniority in the class in the department after all permanent and probationary employees in the class have been canvassed and all more senior employees have been notified and have waived the right to request a voluntary limited-term transfer. The employee shall receive at least five working days written notice in advance of the effective date of the transfer and shall be given an opportunity, if requested, to meet and confer with the appointing officer or designated representative. No permanent employee shall be placed on mandatory limited term transfer if there are temporary or provisional employees in the same class in the department from which the transfer originates.

Sec. 14.37.4 **Expiration and Extension**

1) Limited-term transfers will remain in force for the period specified unless abridgment is approved by both appointing officers.

2) Limited-term transfers approved for a period of less than six months may be extended for additional periods of time up to a maximum of six calendar months.

3) Upon expiration of the period of the transfer, the transferee shall be automatically reinstated to a permanent position in the class and department from which transferred.

Applicability: Unless otherwise noted, the provisions of Article VI, Rule 14, apply to employees in all classes.

Sec. 14.37 **Limited-Term Transfer (cont.)**

Sec. 14.37.5 **Probationary Period**

1) A limited-term transferee shall not serve a new probationary period; however, notwithstanding any other provision of these Rules, with the approval of the appointing officer in the department to which transferred, the time served during a limited term transfer, or a portion thereof, may be counted toward the completion of the probationary period if the transferee requests and is granted a permanent transfer and commences a probationary period in the new department.

2) An appointee who is transferred under the provisions of this Rule while serving a probationary period in the department from which transferred shall complete the probationary period upon reinstatement to the original department; however, an appointing officer may, notwithstanding any other provision of these Rules, credit the time served during a limited-term transfer or a portion thereof toward the completion of the probationary period in the original department.

14.37.6 **Disciplinary Action**

A limited-term transferee is an appointee in the department to which transferred during the period of the transfer for the purpose of disciplinary action.

14.37.7 **Temporary Positions**

Limited-term transfers which are not made to permanent positions may be made to positions which are funded on a temporary basis with the certification of the Controller that funds for the payment of mandatory fringe benefits are available in the department to which transferred. Appointees so transferred retain all the rights and benefits of permanent appointees.

14.37.8 **Seniority**

Appointees returning to their original departments following a limited-term transfer are reinstated with full seniority. No deduction from seniority in the original department shall be made for any period of limited term transfer.

Applicability: Unless otherwise noted, the provisions of Article VI, Rule 14, apply to employees in all classes.

Sec. 14.37 **Limited-Term Transfer (cont.)**

14.37.9 **Layoff**

An appointee who is laid off while on a limited-term transfer shall be automatically reinstated to a permanent position in the class in the department from which transferred.

Rule 14

Appointments

Article VII: Employment in Class 8304 Deputy Sheriff and Class 8302 Deputy Sheriff I

Applicability: The provisions of Article VI, Rule 14, apply only to employees in Classes 8304 Deputy Sheriff and 8302 Deputy Sheriff I.

Sec. 14.38 **Preemption of Certain Civil Service Commission Rules**

Notwithstanding any other provisions of these Rules, employment in Class 8302 Deputy Sheriff I and Class 8304 Deputy Sheriff shall be administered as provided in this Rule.

Sec. 14.39 **Probationary Period for Class 8302 Deputy Sheriff**

- 14.39.1** Appointees in Class 8302 Deputy Sheriff I shall serve an eighteen (18) month probationary period.
- 14.39.2** Consistent with any valid Memorandum of Understanding covering this class, appointees in Class 8302 Deputy Sheriff I may be released by the Sheriff at any time during the probationary period. The decision of the Sheriff shall be final.
- 14.39.3** The probationary period for an appointee in Class 8302 Deputy Sheriff I shall be extended in accordance with existing Civil Service Commission Rules governing extension of the probationary period.

Sec. 14.40 **Advancement from Class 8302 Deputy Sheriff I to Class 8304 Deputy Sheriff**

- 14.40.1** Subject to the successful completion of the probationary period and such other terms and conditions as required by the Sheriff and approved by the Human Resources Director, the Sheriff shall have the authority to advance appointees in Class 8302 Deputy Sheriff I to a permanent entrance appointment in Class 8304 Deputy Sheriff.
- 14.40.2** Advancement as provided in this Rule shall not require a new probationary period.

Applicability: The provisions of Article VI, Rule 14, apply only to employees in Classes 8304 Deputy Sheriff and 8302 Deputy Sheriff I.

Sec. 14.40 **Advancement from Class 8302 Deputy Sheriff I to Class 8304 Deputy Sheriff (cont.)**

- 14.40.3** With the approval of the Human Resources Director, an appointee in class 8302 Deputy Sheriff I who has, in the sole discretion of the Sheriff, successfully performed each and every requirement necessary for successful completion of the probationary period, but through no fault of the appointee, completes the 18 month probationary period prior to successful completion of all state certification requirements prescribed by the Commission on Peace Officer Standards and Training (POST), may be advanced to 8304 Deputy Sheriff subject to a probationary period which shall extend from the date of appointment to the 8304 Deputy Sheriff class to the date upon which POST certifies that the appointee has successfully completed all state-mandated requirements.
- 14.40.4** For purposes of the Human Resources Director's approval of advancement under this section, a finding of "no fault of the appointee" shall include but not be limited to administrative delay by the Sheriff's department, lack of available training funds, or such other circumstances beyond the control of the appointee, but not related in any way to the appointee's performance.
- 14.40.5** Except as set forth above, appointees in class 8302 Deputy Sheriff I who fail to successfully complete each and every POST certification requirement and such other terms and conditions as required by the Sheriff and approved by the Human Resources Director during the 18 month probationary period, shall be deemed to have failed to have and maintain all necessary qualifications for the position and shall be subject to immediate removal.

Sec. 14.41 **Seniority of Appointees in Class 8304 Deputy Sheriff Upon Advancement**

Seniority in Class 8304 Deputy Sheriff shall be determined by the date of permanent certification from and rank on the eligible list for Class 8302 Deputy Sheriff I.

Sec. 14.42 **Layoff in Class 8302 Deputy Sheriff I and Class 8304 Deputy Sheriff**

Layoffs in Class 8302 Deputy Sheriff I and Class 8304 Deputy Sheriff shall be as provided elsewhere in these Rules, except that, all appointees in Class 8302 Deputy Sheriff I shall be laid off before the layoff of any appointees in Class 8304 Deputy Sheriff shall occur.

Applicability: The provisions of Article VI, Rule 14, apply only to employees in Classes 8304 Deputy Sheriff and 8302 Deputy Sheriff I.

Sec. 14.43 **No Reversion Rights**

Except through new examination or except as provided elsewhere in this Article, appointees separated or advanced from Class 8302 Deputy Sheriff I shall not be eligible to reinstate to or reoccupy positions in Class 8302 Deputy Sheriff I, for any reason.

Sec. 14.44 **Reappointment of Separated Employee**

- 14.44.1** Subject to the approval of the Sheriff, a former employee under permanent civil service appointment in Class 8302 Deputy Sheriff I who separated during the probationary period because of failure to successfully complete the required peace officer training and who subsequently completes this training at their own expense may, upon written request and within 18 months from the separation date, be reappointed to a vacant position in Class 8302 Deputy Sheriff I.
- 14.44.2** When reappointed, the employee shall enter the service as a new appointee with no rights based on prior service except that which may specifically be provided in these Rules or by ordinance.
- 14.44.3** When reappointed, the employee shall complete a new probationary period unless the Sheriff allows full or partial credit for prior service.
- 14.44.4** The decision of the Sheriff in all matters delegated under this section shall be final and shall not be subject to appeal to the Civil Service Commission or review through any other dispute resolution procedure.
- 14.44.5** The Human Resources Director shall provide procedures for implementing this section.



Rule 14

Appointments

Article VIII: Exempt Appointment

Applicability: The provisions of Article VIII, Rule 14, apply to employees in all classes.

Sec. 14.45 **Exclusions from Civil Service Appointment**

All permanent employees of the City and County shall be appointed through the civil service process by competitive examination unless exempted from the civil service examination and selection process in accordance with Charter provisions. Appointments excluded by Charter from the competitive civil service examination and selection process shall be known as exempt appointments. Any person occupying a position under exempt appointment shall not be subject to civil service selection, appointment, and removal procedures and shall serve at the pleasure of the appointing officer.

Sec. 14.46 **Charter Limit on Certain Categories of Exempt Appointments**

14.46.1 The proportion of full-time employees in the exempt categories included under Charter Sections 10.104-1 through 10.104-12 to the total number of civil service employees of the City and County shall not be greater than the proportion existing on July 1, 1994, except as authorized in this Article. As certified by the Civil Service Commission at its meeting of November 18, 1996, the ratio on July 1, 1994 of full-time exempt employees to the total full-time City and County work force was two percent (2%).

14.46.2 In accordance with Charter Section 10.104, the Civil Service Commission may, by express approval, authorize that full-time positions conforming to the criteria established in this Section in the categories defined in Charter Sections 10.104-1 through 10.104-12 in excess of the Charter limitation be excluded from civil service selection and removal procedures and be filled through exempt appointment.

14.46.3 Requests for exemption under this section must conform to the following:

1) The position to be exempted must be in one of the categories defined in Charter Sections 10.104-1 through 10.104-12.

2) The action of exempting a particular position shall not directly affect the civil service rights of an incumbent regularly occupying such position on a permanent civil service basis.

Applicability: The provisions of Article VIII, Rule 14, apply to employees in all classes.

- 3) The Human Resources Director recommends the exemption and certifies that the exemption action shall not directly affect an incumbent civil service appointee to the position.
 - 4) The request for exemption is made and approved by an appointing officer or an elected official; a request from a department under the City Administrator must be approved by the City Administrator.
 - 5) The official making the request provides written justification as to the reasons the position should be exempted.
- 14.46.4** An appointing officer or an elected official may submit a request to exempt a position under this section to the Civil Service Commission through the Human Resources Director. If the Director recommends approval, the request shall be transmitted to the Civil Service Commission for review and action; if the Director denies a request, the appointing officer shall be notified in writing of the denial and the reasons for such action.
- 14.46.5** The decision of the Human Resources Director is appealable to the Civil Service Commission within 30 calendar days of the date of the notice of denial. The Commission decision on the appeal shall be final.
- 14.46.6** This section as adopted by the Civil Service Commission at its meeting of November 18, 1996 was approved by the Board of Supervisors on January 3, 1997 (Resolution Number 222-96-4).

Rule 15

Exempt Employment of Individuals Who are Severely Disabled

Applicability: Unless otherwise noted, the provisions of Rule 15 apply to employees in all classes.

Sec. 15.1 Rule Prescribed - Authority - Purpose

Sec. 15.2 Designated Positions

Sec. 15.3 Definition and Certification of Individuals Who are Severely Disabled

Sec. 15.4 Appraisal of Qualifications

Sec. 15.5 Referral of the Individual Who is Severely Disabled to the Department

Sec. 15.6 Appointment and Evaluation Period

Sec. 15.7 Performance Appraisal During Evaluation Period

Sec. 15.8 Termination During Evaluation Period

Sec. 15.9 Advancement to Permanent Civil Service Status

Sec. 15.10 Computation of Seniority for Individuals Who are Severely Disabled

Sec. 15.11 Resolution of Disputes



Rule 15

Exempt Employment of Individuals Who are Severely Disabled

Applicability: Unless otherwise noted, the provisions of Rule 15 apply to employees in all classes.

Sec. 15.1 Rule Prescribed - Authority - Purpose

- 15.1.1** In accordance with Charter Section 10.104-19, the Civil Service Commission does prescribe and adopt this Rule which shall have the force and effect of law to implement the Charter provision and to provide an orderly and effective process for the exempt employment and advancement to permanent civil service status of individuals who are severely disabled under the terms and conditions authorized by the Charter.
- 15.1.2** This Rule is not intended to preclude or in any way inhibit the employment of individuals who are severely disabled through the regular examination process or from provisional appointment as provided elsewhere in these Rules.

Sec. 15.2 Designated Positions

- 15.2.1** An appointing officer or authorized representative may identify entry-level positions in the department for the appointment of individuals who are severely disabled and thereupon notify the Human Resources Director in writing of the positions so identified.
- 15.2.2** Such positions, when approved by the Human Resources Director shall be designated for the employment of individuals who are severely disabled and shall hereinafter be known as a "designated position."
- 15.2.3** With the approval of the Human Resources Director, the appointing officer or authorized representative may rescind such designation at any time prior to the appointment of an individual pursuant to this Rule. When a designated position becomes vacant, the appointing officer may continue or cancel such designation.

Sec. 15.3 Definition and Certification of Individuals Who are Severely Disabled

- 15.3.1** Persons eligible for employment in designated positions shall be subject to certification by either the State of California Department of Rehabilitation or Veterans Administration as individuals who are severely disabled in accordance with the standards and criteria established by the State of California Department of Rehabilitation for such purpose.

Applicability: Unless otherwise noted, the provisions of Rule 15 apply to employees in all classes.

Sec. 15.3 Definition and Certification of Individuals Who are Severely Disabled (cont.)

- 15.3.2 Such standards and criteria and any changes thereto used for the certification of individuals who are severely disabled to positions in the City and County Service are subject to the acceptance and approval of the Human Resources Director.
- 15.3.3 A copy of the standards and criteria used for the certification of individuals who are severely disabled shall be available for public inspection during regular business hours in the Department of Human Resources office.

Sec. 15.4 Appraisal of Qualifications

- 15.4.1 All candidates for designated positions shall meet the minimum qualifications applicable to the class and shall be able to perform the essential functions of the position after reasonable accommodation is made for the disability.
- 15.4.2 The Human Resources Director shall establish procedures for the appraisal of the qualifications of all persons certified for employment pursuant to this Rule.
- 15.4.3 For the purpose of this Rule, the provisions of the last examination announcement or the class specification, whichever is more recent, shall guide the Human Resources Director in determining minimum qualifications.
- 15.4.4 The Human Resources Director may administer job-related tests and/or obtain such supplemental information as is deemed appropriate in order to appraise the qualifications of candidates certified for consideration under this Rule.

Sec. 15.5 Referral of the Individual Who is Severely Disabled to the Department

- 15.5.1 When there is a vacant requisition for a designated position, the Human Resources Director will refer to the Department for consideration those candidates who meet the specified terms and conditions.
- 15.5.2 The candidate and the authorized departmental representative shall each advise the Human Resources Director of their assessment of the position under consideration. The decision by the candidate to refuse the position or by the department to reject a candidate shall be final and is not subject to appeal except as provided under the anti-discrimination provisions of the Charter and these Rules.

Applicability: Unless otherwise noted, the provisions of Rule 15 apply to employees in all classes.

Sec. 15.6 Appointment and Evaluation Period

- 15.6.1** A candidate selected for appointment under this Rule shall be a permanent exempt appointee subject to the one-year evaluation period prescribed by Charter.
- 15.6.2** The provisions found elsewhere in these Rules governing the extension of the probationary period for regular civil service appointees shall be applicable to the one-year evaluation period.
- 15.6.3** The evaluation period is the critical phase of the selection process and shall be used as a trial period in order to determine the ability of individuals who are severely disabled to perform the assigned duties of the position to which appointed.

Sec. 15.7 Performance Appraisal During Evaluation Period

In accordance with existing procedures of the performance appraisal system, performance appraisal reports shall be written during the evaluation period by the immediate supervisor of individuals who are severely disabled according to the following schedule:

- 1) at the end of the first three months;
- 2) at the end of the sixth month covering the fourth through the sixth month; and
- 3) at the end of the eleventh month covering the seventh through the eleventh month.

Sec. 15.8 Termination During Evaluation Period

- 15.8.1** Consistent with Charter authority governing the employment of individuals exempt from the civil service provisions thereof, during the evaluation period, individuals appointed under this Rule serve at the discretion of the appointing officer.
- 15.8.2** At any time during the evaluation period, the appointing officer may terminate the appointee by giving written notice to the individual and to the Human Resources Director specifying the reasons therefor. The decision of the appointing officer shall be final and is not subject to appeal except as provided under the anti-discrimination provisions of the Charter and these Rules.

Applicability: Unless otherwise noted, the provisions of Rule 15 apply to employees in all classes.

Sec. 15.9 Advancement to Permanent Civil Service Status

- 15.9.1** The appointing officer shall, in accordance with procedures prescribed by the Human Resources Director, notify the Human Resources Director, in writing, of the completion of the evaluation period and shall certify satisfactory job performance during the evaluation period in order to advance the individual who is severely disabled to permanent civil service status.
- 15.9.2** Upon advancement to permanent civil service status, appointees shall not be required to serve a probationary period and shall acquire all the rights of a regular civil service appointee who has completed the probationary period.

Sec. 15.10 Computation of Seniority for Individuals Who are Severely Disabled

Notwithstanding any other provisions of these Rules:

- 1)** Seniority for the purpose of layoff shall be calculated from the date an individual who is severely disabled began to work in an exempt status in the designated position in a class in a department.
- 2)** During the evaluation period, individuals appointed pursuant to this Rule shall be compared with and ranked for retention purposes the same as probationary civil service appointees.
- 3)** Seniority accrued by an individual who is severely disabled in a class and department during the evaluation period shall be carried forward upon advancement to permanent civil service status in the same class and department.
- 4)** Seniority in the event of a tie shall be determined by the appointing officer, whose decision is final.

Sec. 15.11 Resolution of Disputes

A dispute concerning the application, implementation or interpretation of this Rule shall be decided by the Human Resources Director, subject to reconsideration by the Commission as provided elsewhere in these Rules.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MEMORANDUM CSC. No. 98-11

DOCUMENTS DEPT.
MAY 21 1998
SAN FRANCISCO
PUBLIC LIBRARY

ADRIENNE PON
PRESIDENT

LEE MUNSON
VICE PRESIDENT

IREN CLOPTON
COMMISSIONER

GEORGE KOSTUROS
COMMISSIONER

BELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Date: May 19, 1998

To: Department Heads
Departmental Personnel Officers
Personnel Representatives
Employee Organization Representatives

From: Kate Favetti, Executive Officer

Subject: Civil Service Commission Rule Change 96-19. Amendment of
Rule 9 - Position Classification and Related Rules, Section 9.8 -
Effect of Classification Changes on Incumbent.

BOX 41
PUBLIC LIBRARY - MAIN LIBRARY
GOV. INFO. CENTER
100 Larkin Street
San Francisco, CA 94102
M-2* A-1*

The Civil Service Commission, at its meeting of May 18, 1998, adopted rule changes to Rule 9 - Position Classification and Related Rules, Section 9.8 - Effect of Classification Changes on Incumbent.

The Civil Service Commission Rule permits reallocation from one class to a higher class or lower class, or from one series to another series, when the position becomes vacant by reassignment or for other reason(s). The rule amendment approved by the Civil Service Commission on May 18, 1998 permits earlier implementation when there is a mutual agreement with the appropriate recognized employee organization.

Attached is a copy of the revised Rule 9 - Position Classification and Related Rules, Section 9.8 - Effect of Classification Changes on Incumbent. Please remove the old page 9.4 and 9.5 and replace with the new page 9.4 and 9.5. Also attached is a copy of the revised Amendment Control Sheet, page xii. Substitute updated page xii for the corresponding page in your copy of the Rules.

Memorandum

Page 2

May 19, 1998

Should you have any questions, please contact me or Anita Sanchez at 252-3247.

Sincerely,

CIVIL SERVICE COMMISSION

A handwritten signature in cursive script, reading "Kate Favetti". The signature is written in dark ink and is positioned above the printed name and title.

KATE FAVETTI
Executive Officer

Attachments

[illegible]

Applicability: Unless otherwise noted, the provisions of Rule 9 apply to employees in all classes.

Sec. 9.7 Reviews and Appeals

Any employee, representative, or appointing authority affected by any classification action may appeal the action to the Commission. The appeal shall be in accordance with the procedures established by the Executive Officer of the Civil Service Commission.

Sec. 9.8 Effect of Classification Changes on Incumbent

- 9.8.1** The allocation or reallocation of a position shall not adversely affect the rights of an occupant legally holding such a position under permanent appointment. When a position is to be reallocated from one class to a higher or lower class, or from one series to another series, such reallocation shall be effected when the position becomes vacant by reassignment or for other reason(s). Pending such reallocation, the incumbent shall continue in the position.
- 9.8.2** An employee who gains eligibility in the class to which the position is to be allocated may receive an appointment thereto in accordance with the Rules governing appointments.
- 9.8.3** Whenever the title of the class changes without a change in duties or responsibilities, the incumbent shall have the same status in the new class as in the old class.

Rule 9

Position Classification and Related Rules

Article II: Temporary Out-of-Class Assignments

Applicability: Unless otherwise noted, the provisions of Rule 9 apply to employees in all classes; however, the dispute resolution procedure prescribed in Article II may be superceded by the provisions of a collective bargaining agreement when the dispute involves compensation.

Sec. 9.9 Temporary Out-of-Class Assignments - Policy and Definition

- 9.9.1** In accordance with this Rule, an appointing officer may exercise Charter authority to assign an employee to perform any of the duties of the department to which appointed and to make any temporary out-of-class assignment to maintain the provision of any public service.
- 9.9.2** "Temporary out-of-class assignment" means the assignment of an employee without change in class to perform the normal day-to-day duties and responsibilities of another class. Records of such temporary out-of-class assignment shall be placed in the employee's personnel file.
- 1)** "Temporary out-of-class assignment" is distinguished from "temporary appointment" which refers to an appointment to a differently classified position in accordance with civil service appointment provisions and in accordance with budgetary requirements.
 - 2)** "Temporary out-of-class assignment" is further distinguished from a short term or regular assignment of a minor portion of work duties which are allocated to a different class, but which are generally related to the regular duties or level of responsibility of the employee's current class.
 - 3)** The Human Resources Director shall be responsible for administering and making effective the provisions of this Rule, and establishing such administrative controls and procedures as may be necessary.
 - 4)** Temporary out-of-class assignments shall not be made when an appointment based on the regularly established Rules and procedures of the Civil Service Commission may be made. Temporary out-of-class assignments may be approved while an appointment through the established procedures is pending.
 - 5)** When a temporary out-of-class assignment is in order, selection and retention shall be at the discretion of the appointing officer or designee.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MEMORANDUM CSC No. 98-16

ADRIENNE PON
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Date: July 20, 1998

To: Department Heads
Departmental Personnel Officers
Personnel Representatives
Employee Organization Representatives

From: Kate Favetti, Executive Officer

Subject: Civil Service Commission Rule Change 96-20.

- Administrative Rule Change to Civil Service Commission Rule X17 - Probationary Period
- Amendment to Civil Service Commission Rule 12 - Eligible Lists, Section 12.30.3 - Holdover - Permanent and Probationary Appointees

DOCUMENTS DEPT.

JUL 24 1998

SAN FRANCISCO
PUBLIC LIBRARY

The Civil Service Commission (CSC) acted at its meeting of July 6, 1998 to adopt the proposed amendment to CSC Rule 12 - Eligible Lists, Section 12.30.3 - Holdover - Permanent and Probationary Employees and the proposed administrative Rule change that moved the previous Rule 17 - Probationary Period to Chapter IV - Rules Posted by the Civil Service Commission for Deletion (X Rules).

CSC Rule, Section 12.30.3 - Holdover - Permanent and Probationary Appointees:

CSC Rule 12 was amended to be consistent with the newly amended Rule 17 - Probationary Period by replacing the term "terminated" with the term "release."

CSC Rule X17 - Probationary Period:

CSC X17 - Probationary Period only applies to employees who started work in an entrance or promotive probationary period on or before March 15, 1998.

Memorandum
July 20, 1998
Page 2

Rule X17 will automatically expire on July 6, 1999, unless extended by action of the Civil Service Commission before August 6, 1999, for a maximum additional period of up to six (6) months.

Attached is a copy of amended CSC Rule 12.30 and Rule X17 - Probationary Period. Substitute page 12.16 issued January 8, 1996, with page 12.16 issued July 20, 1998. Place pages X17.1 through X17.18 issued July 20, 1998, in Chapter IV - Rules Posted by the Civil Service Commission for Deletion following page X9D.3.

A revised copy of page ii (Table of Contents) dated July 20, 1998, and page xii (Amendment Control Sheet) dated July 20, 1998, are attached. Substitute updated page ii and page xii for the corresponding pages in your copy of the Civil Service Commission Rules.

Please call me or Anita Sanchez at 252-3247, if there are any questions.

Sincerely,

CIVIL SERVICE COMMISSION


KATE FAVETTI
Executive Officer

Attachments

Rules - Table of Contents, Chapter II (cont.)

Rule 15	Exempt Employment of Individuals Who are Severely Disabled, page 15.1
Rule 16	Medical Examinations, page 16.1
Rule 17	Probationary Period, page 17.1
Rule 18	Conflict of Interest, page 18.1
Rule 19	Resignation, page 19.1

Chapter III**Miscellaneous Rules and Rules Governing Employee Separations**

Rule 20	Leaves of Absence, page 20.1
Rule 21	Layoff, page 21.1
Rule 22	Employee Separation Procedures, page 22.1

Chapter IV**Rules posted by the Civil Service Commission for deletion**

(until final action is taken by the Commission, the Rules in Chapter IV are in full force and effect)

Rule X9D\	Promotional Examinations for Employees on Military Leave, page X9D.1
Rule X18	Employee Relations - Grievance Procedure, page X18.1
Rule X23	Standing and Special Committees, page X.23.1
Rule X24	Apprenticeship Program, page X24.1
Rule X27	Temporary Exchanges for Training Purposes, page X27.1
Rule X28	Employee Training Reimbursement Program, page X28.1
Rule X30	Personnel Service Records, page X30.1
Rule X31	Overtime, page X.25

Subject Index

INDEX	Pages INDEX 1 through INDEX 29
-------	--------------------------------



[illegible]

Applicability: Unless otherwise noted, the provisions of Article V, Rule 12, apply to employees in all classes.

Sec. 12.30 **Holdover Status and Return to Duty (cont.)**

12.30.3 **Holdover - Permanent and Probationary Appointees (cont.)**

3) Return to duty of a permanent holdover to a position in the class from which laid off shall be subject to the following conditions:

4) Return to Duty - Department From Which Laid Off

Permanent Vacancy - A permanent holdover who refuses an offer to return to duty on a permanent basis in the department from which laid off shall forfeit all holdover rights in that class, and shall be removed from all rosters for that class. Such refusal of return to duty shall be deemed a resignation.

Temporary Vacancy - Permanent holdovers may refuse an offer to return to duty on a temporary basis in the department from which laid off without affecting future offers to be returned to duty. Waiver of temporary appointment shall not be removed without the permission of the Human Resources Director.

5) Return to Duty - Department Other Than the One From Which Laid Off

Permanent holdovers may refuse an offer to return to duty on a permanent or temporary basis in a department other than the department from which laid off without affecting future offers to be returned to duty. Such departmental waivers shall not be withdrawn without the approval of the Human Resources Director.

6) A permanent holdover who was laid off during the probationary period and who is returned to duty in the department from which laid off shall complete the remaining period of probationary service.

7) Transferees who are laid off during the probationary period shall be ranked on the permanent holdover roster for the class in accordance with their seniority in the class in the City and County service.

8) Permanent holdovers who resign or are terminated during the probationary period may be returned to the holdover roster from which appointed subject to the provisions of these Rules. Such holdovers shall not displace any current permanent or probationary employees, but shall remain on the list for subsequent permanent appointment to vacant positions and may accept a temporary position in the class, if available.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MEMORANDUM

CSC No. 98-17

Date: August 19, 1998

To: Department Heads
Personnel Officers
Personnel Representatives
Employee Organization Representatives

From: Kate Favetti
Executive Officer
Civil Service Commission

SUBJECT: Civil Service Commission Rules Change Number 96-21;
Amendment to Civil Service Commission Rule 13 - Certification
of Eligibles, Section 13.2.3 - Expansion of Certification Rules, to
extend this Rule until December 31, 1998.

DOCUMENTS DEPT.

AUG 26 1998

SAN FRANCISCO
PUBLIC LIBRARY

ADRIENNE PON
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

OSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Civil Service Commission Rule 13 - Certification of Eligibles, Section 13.2.3 - Expansion of Certification Rules, provides for the use of certification rules greater than the Charter-mandated minimum Rule of Three Scores. Section 13.2.3 is applicable to classes represented by Local 21 and SEIU Locals 250, 535, and 790. This section, originally adopted by the Civil Service Commission on March 18, 1996 and extended by the Commission on December 2, 1996, July 7, 1997, and February 2, 1998, was scheduled to expire on June 30, 1998.

On August 3, 1998, the Civil Service Commission extended Civil Service Commission Rule 13 - Certification of Eligibles, Section 13.2.3 for an additional six months, through December 31, 1998.

Attached for your inclusion in your copy of the Civil Service Commission Rules are reissued pages 13.6 and 13.7 dated 8/19/98 to replace the corresponding pages dated 2/12/98. Please replace reissued page xii for the corresponding page dated 7/20/98 in your copy of the Rules.

Please call me or Anita Sanchez 252-3247, if there are questions.

CIVIL SERVICE COMMISSION

KATE FAVETTI
Executive Officer

Attachments

Rule Change No.	Adoption Date	Effective Date	Rule Section	Page Number	Action	Remarks
96-13	7/7/97	7/7/97	X28.01	X28.1 - X28.4	Amend	Reissued pages X28.1 - X28.4
96-14	---	12/31/97	Various	Various	Replace	Reissued pages ix, xii, 1.2, 21.1, 21.10 and 21.11
96-14	---	12/31/97	Rule 21, Article VII	21.14	Delete	Remove page 21.14 and discard
96-15	---	1/20/98	Various	Various	Replace	Reissued pages ix, xii, 1.2, 1.3, 13.18, 13.19, 21.1, 21.10, 21.11, 21.12, 21.13 and 21.14
96-16	2/2/98	2/2/98	13.2.3	13.6	Amend	Reissued pages xii, 13.6 & 13.7
96-17	3/16/98	3/16/98	Entire Rule 17	17.1 - 17.5	Amend	Remove old pages 17.1 - 17.17, replace with new Rule 17, pages 17.1 - 17.5. Reissued page xii.
96-18	4/6/98	4/6/98	14.34 Entire Rule 15	14.18-14.30 15.1 - 15.5	Amend	Remove old pages 14.18 - 14.30, replace with new pages 14.18 - 14.28. Remove entire old Rule 15, pages 15.1 - 15.5 and replace with new Rule 15, pages 15.1 - 15.10. Reissued page xii.
96-19	5/18/98	5/18/98	9.8	9.4 & 9.5	Amend	Remove old page 9.4 & 9.5 and replace with new page 9.4 & 9.5. Reissued page xii.
96-20	7/6/98	7/6/98	12.30.3 Entire Rule X17	12.16 X17.1- X17.18	Amend Add	Remove page 12.16 & replace with new page 12.16. Reissued pages X17.1 - X17.18. Reissued page ii & xii.



Applicability: Unless otherwise noted, the provisions of Article II, Rule 13, apply to employees in all classes represented by Service Employee International Union (SEIU) - Locals 250, 535 and 790; Transport Workers Union (TWU) - Locals 200 and 250A; Local 21 - International Federation of Professional and Technical Engineers, except for employees in classes belonging to the San Francisco Association of Personnel Professionals (SFAPP) - Local 21 who are covered by Article III; and to members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

13.2.3 Expansion of Certification Rules (cont.)

5) This section shall automatically expire on June 30, 1997 unless extended by the Civil Service Commission before July 31, 1997 for a maximum additional period of up to six months. At the time of Commission review, all employee organizations affected by this section shall have the option to extend or terminate their agreement to be covered by this section.

6) On July 7, 1997 the Civil Service Commission extended this section for an additional six months, through December 31, 1997.

7) On February 2, 1998 the Civil Service Commission extended this section for an additional six months, through June 30, 1998.

Rule 13

Certification of Eligibles

Article III: Certification Rules for Employees Covered by Article III

Applicability: The provisions of Article III apply to all unrepresented classes and to classes represented by all employee organizations except Service Employee International Union (SEIU) - Locals 250, 535 and 790; Transport Workers Union (TWU) - Locals 200 and 250A; Local 21 - International Federation of Professional and Technical Engineers; and to members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798; provided, however, that employees in classes belonging to the San Francisco Association of Personnel Professionals (SFAPP) - Local 21, are covered by the provisions of Article III. Article VI of this Rule contains a list of classes for which the Rule of Three Scores shall be used exclusively.

Sec. 13.3 Certification of Eligibles - Employees Covered by Article III

13.3.1 Civil Service Commission Equal Employment Opportunity and Affirmative Action Policy Related to the Certification of Eligibles and Selection of Employees.

1) The Civil Service Commission endorses and supports the broadening of the Rules governing the certification of eligibles from civil service eligible lists and considers this broadening as an increase in opportunities for appointing officers to select employees who are best suited to perform the duties of specific positions and to provide greater opportunities to maximize multicultural diversity of the work force in the City and County of San Francisco.

2) Selection of employees from eligible lists shall be based on merit and fitness without regard to relationship, race, religion, sex, national origin, ethnicity, age, disability, gender identity, political affiliation, sexual orientation, ancestry, marital status, color, medical condition or other non-merit factors or otherwise prohibited nepotism or favoritism, and with due consideration of affirmative action goals. Appointing officers and their designees shall be responsible for establishing non-discriminatory selection procedures which may include scheduling each interested eligible for interview, conducting interviews by a diverse panel, asking job-related questions, maintaining documentation of selection criteria, and reviewing the proposed selection with the department's affirmative action officer or with the Department of Human Resources Equal Employment Opportunities/Affirmative Action Division.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MEMORANDUM CSC No. 98-18

ADRIENNE PON
PRESIDENT

Date: August 21, 1998

KAREN CLOPTON
VICE PRESIDENT

To: Department Heads
Departmental Personnel Officers
Personnel Representatives
Employee Organization Representatives

DOCUMENTS DEPT.

AUG 26 1998

SAN FRANCISCO
PUBLIC LIBRARY

GEORGE KOSTUROS
COMMISSIONER

From: Kate Favetti, Executive Officer

A. LEE MUNSON
COMMISSIONER

Subject: Civil Service Commission Rule Change Number 96-22
Amendment to Civil Service Commission Rule 11 -
Examinations:

ROSABELLA SAFONT
COMMISSIONER

- 1) Section 11.9 - Cheating or Fraud in Examinations, to add
Section 11.9.1 - Aid, Hindrance, Fraud, and Collusion In
Examinations; and
- 2) Section 11.25 - Unauthorized Material, to be replaced with
Section 11.25 - Cheating or Fraud in Examinations and to add
Section 11.25.1 - Aid, Hindrance, Fraud And Collusion In
Examinations

KATE FAVETTI
EXECUTIVE OFFICER

The Civil Service Commission acted on August 3, 1998, to adopt amendments to Rule 11, Section 11.9 - Cheating or Fraud in Examinations, to add Section 11.9.1 - Aid, Hindrance, Fraud, and Collusion In Examinations and to replace Civil Service Commission Rule 11, Section 11.25 - Unauthorized Material, with Section 11.25 - Cheating or Fraud in Examinations, and to add Section 11.25.1 - Aid, Hindrance, Fraud and Collusion In Examinations.

The purpose of these amendments is to restore the previous 1932 Charter Section 8.325 - Aid, Hindrance, Fraud and Collusion in Examinations Provisions, by including the language in Civil Service Rule 11 - Examinations. The existing Rule focuses on persons cheating, attempting to cheat or assisting other persons in cheating in the examination process. The previous 1932 Charter Section 8.325 - Aid, Hindrance, Fraud and Collusion in Examinations, focuses on any person(s) or official(s) obstructing a fair and impartial examination process. The Charter language is broader than what currently exists in the Rules and covers any

Memorandum
August 21, 1998
Page 2

person(s) who may intervene to advance or harm an applicant's chances. The language was inadvertently not included in the Rules when the 1996 Charter was adopted.

Attached for your inclusion in your copy of the Civil Service Commission Rules are reissued pages 11.4 through 11.28 dated 8/21/98 to replace pages 11.4 through 11.26 dated with various dates. Please replace reissued page xii for the corresponding page dated 8/19/98 in your copy of the Rules.

Please call me or Anita Sanchez at 252-3247, if there are questions.

CIVIL SERVICE COMMISSION

A handwritten signature in cursive script, appearing to read "Kate Favetti", written in dark ink.

KATE FAVETTI
Executive Officer

Attachments

Rule Change No.	Adoption Date	Effective Date	Rule Section	Page Number	Action	Remarks
96-13	7/7/97	7/7/97	X28.01	X28.1 - X28.4	Amend	Reissued pages X28.1 - X28.4
96-14	---	12/31/97	Various	Various	Replace	Reissued pages ix, xii, 1.2, 21.1, 21.10 and 21.11
96-14	---	12/31/97	Rule 21, Article VII	21.14	Delete	Remove page 21.14 and discard
96-15	---	1/20/98	Various	Various	Replace	Reissued pages ix, xii, 1.2, 1.3, 13.18, 13.19, 21.1, 21.10, 21.11, 21.12, 21.13 and 21.14
96-16	2/2/98	2/2/98	13.2.3	13.6	Amend	Reissued pages xii, 13.6 & 13.7
96-17	3/16/98	3/16/98	Entire Rule 17	17.1 - 17.5	Amend	Remove old pages 17.1 - 17.17, replace with new Rule 17, pages 17.1 - 17.5. Reissued page xii.
96-18	4/6/98	4/6/98	14.34 Entire Rule 15	14.18-14.30 15.1 - 15.5	Amend	Remove old pages 14.18 - 14.30, replace with new pages 14.18 - 14.28. Remove entire old Rule 15, pages 15.1 - 15.5 and replace with new Rule 15, pages 15.1 - 15.10. Reissued page xii.
96-19	5/18/98	5/18/98	9.8	9.4 & 9.5	Amend	Remove old page 9.4 & 9.5 and replace with new page 9.4 & 9.5. Reissued page xii.
96-20	7/6/98	7/6/98	12.30.3 Entire Rule X17	12.16 X17.1- X17.18	Amend Add	Remove page 12.16 & replace with new page 12.16. Reissued pages X17.1 - X17.18. Reissued page ii & xii.
96-21	8/3/98	8/3/98	13.2.3	13.6	Amend	Reissued pages xii, 13.6 & 13.7

Applicability: The provisions of Article I, Rule 11, apply to employees in all classes except those represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.9 Cheating or Fraud in Examinations

It is the policy of the Civil Service Commission that examinations shall be conducted in a fair and impartial manner in order to test fairly the relative qualifications, merit, and fitness of applicants. Any person cheating, attempting to cheat, or assisting other persons in cheating in any phase of the examination process shall be prosecuted to the full extent of the Charter and other laws. Actions to be taken include elimination from the examination process, dismissal, and ineligibility for future employment. Cheating shall include the use or attempted use of materials not authorized by the scheduling notice to candidates to report for the examination. Significant false statements by applicants on the application or during the selection process shall be good cause for the exclusion of such person from the examination and such other appropriate action as may be recommended by the Human Resources Director.

Sec. 11.10 Copying of Examination-Related Materials

The copying or the making of notes or outlines of examination-related materials is prohibited.

Sec. 11.11 Rating Keys - Written Examinations Other Than Essay Questions

- 11.11.1** Written examinations other than essay questions are defined as those tests which present answers that may be available for inspection. Typical formats of written examinations include multiple-choice, true-false, or fill-in.
- 11.11.2** The examination booklet in written examinations, if not exempted from inspection privileges, shall state the time period where participants in an examination may review the rating key to be used for scoring. No changes in the rating key shall be made after the passing score has been established.
- 11.11.3** Inspection of the rating key is for the purpose of determining if any of the questions asked or answers are ambiguous, incorrect, or improper. Appeals concerning the rating key must be completed in the inspection room on forms supplied by the Department of Human Resources. Appeals must include substantiating data or authoritative references. If any appeals have been filed, an additional period for review of appeals and submission of counter-appeals will be provided. The Human Resources Director shall act on all appeals. The decision of the Human Resources Director shall be final.

Applicability: The provisions of Article I, Rule 11, apply to employees in all classes except those represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.11 Rating Keys - Written Examinations Other Than Essay Questions (cont.)

- 11.11.4** Inspection privileges shall not apply to questions and answers in a continuous or standardized examination. The Human Resources Director may delete obsolete or erroneous questions or answers from any examination exempted by this Rule for inspection privileges prior to the establishing of a passing mark.

Sec. 11.12 Inspection of Rating Keys by Review Committee

- 11.12.1** The examination announcement may provide for review of questions and answers by a review committee in those examinations where large numbers of appeals might be anticipated on the basis of past experience, or where there is an immediate need for appointees in the class involved. Such review committee shall be composed of three or more persons expert in the field of subject matter covered by the examination. For such examinations in the uniformed ranks of the Police and Fire Departments or other uniformed forces, the members of the Committee shall be appointed by the Human Resources Director, from among a panel of five officers submitted by the appointing officer of the concerned department and shall hold permanent rank not less than that of the class for which the examination is being held.
- 11.12.2** The review of the rating key shall begin simultaneously with the holding of the examination and shall be completed in one session. The recommendations of the review committee with respect to questions or answers which they believe to be ambiguous, incorrect, or improper shall be submitted to the Human Resources Director for approval. The rating key, when approved by the Human Resources Director, shall be made available for review by participants in the examination for a minimum period of two days. The time allowed for such review may be extended if in the judgment of the Human Resources Director, the number of applicants warrants. The participants may appeal to the Human Resources Director concerning only those questions or answers where documented claim of significant error is made. The decision of the Human Resources Director shall be final. If no appeals are submitted, the approved rating key shall be the official rating key to be used for scoring the examination.

Sec. 11.13 Inspection of Papers by Unsuccessful Candidates

Where there are remaining parts of an examination, unsuccessful candidates may inspect their papers during a two day period specified by the notice informing them of their scores. Such inspection shall be for the sole purpose of determining that the computation of the score has been accurate.

Applicability: The provisions of Article I, Rule 11, apply to employees in all classes except those represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.14 Oral Interview and Other Selection Tests - Definition and Appeals

This Rule section shall govern examination procedures such as oral interviews, performance tests, work sample tests, essay questions, and assessment center exercises.

11.14.1 Procedures and Practices

1) The orientation of the raters may include a presentation by the department head or departmental representative which includes a description of the class for which the examination is being held, the setting of the class in the department, the critical elements of personal characteristics needed by employees in the class, and related information. The department head or representative shall not discuss any candidate with any rater at this time or any other time prior to the completion of the examination.

2) No fraternal rings, organization pins, or insignia of any kind shall be displayed by any rater.

3) No rater shall rate a candidate who is related to that person or rate a candidate if any strong personal association exists between that candidate and the rater so that it would be difficult to make an impartial rating. If possible, the excused rater shall be replaced by an alternate with similar qualifications.

4) Raters may only consider relevant documents from candidates that are required by the scheduling notice.

5) Uniform standards shall be applied to every candidate in each examination. The minimum passing rating must be related to a class, not to a single position within a multiple-position class, unless specified by the examination announcement.

6) Except as otherwise permitted by law, applicants shall not be questioned regarding their race, sex, sexual orientation, gender identity, political affiliation, age, religion, creed, national origin, disability, ancestry, marital status, parental status, domestic partner status, color, medical condition (cancer-related), ethnicity, or the conditions Acquired Immune Deficiency Syndrome (AIDS), HIV, and AIDS-related conditions or other non-merit factors; nor shall such factors be utilized in establishing minimum qualification requirements and developing examination procedures.

Applicability: The provisions of Article I, Rule 11, apply to employees in all classes except those represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.14 Oral Interview and Other Selection Tests - Definition and Appeals (cont.)

11.14.1 Procedures and Practices (cont.)

7) Recordings of an examination shall be retained until the eligible list is adopted. A defective recording shall not invalidate the examination unless the Human Resources Director finds the omitted or unintelligible material critically relevant to the examination, in which event the Human Resources Director may order a new examination.

8) In the event of an appeal that could invalidate the examination, all other candidates whose standing in the examination may be affected shall be notified of the appeal prior to final action being taken.

9) Any violation of the following procedures and practices by candidates may be cause for disqualification:

- no fraternal rings, organization pins or insignia of any kind shall be displayed by any candidate;
- no candidate shall discuss her or his candidacy or any relationship thereto with any rater prior to the completion of all parts of the examination and the final adoption of the eligible list; and
- unless expressly directed by the notice to candidates to report for examination, no letters of reference or recommendation, performance evaluations, work samples, work products, awards, certificates, or other materials shall be presented to the raters.

11.14.2 Appeals

1) An appeal based on personal bias or competence of a rater shall be made by a candidate to the representative of the Department of Human Resources immediately prior to participation in this phase of the examination. The candidate shall then proceed with the examination. If such appeal is sustained, the rating by the challenged person shall not be computed in the final rating of the candidate and the rating of the candidate shall be that of the unchallenged raters. If more than one-half of the raters are successfully challenged, a new rating board shall be constituted, unless more than one rating board has been convened for the examination, in which case the candidate shall be examined by an alternate rating board of equal number.

Applicability: The provisions of Article I, Rule 11, apply to employees in all classes except those represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.14 Oral Interview and Other Selection Tests - Definition and Appeals (cont.)

11.14.2 Appeals (cont.)

2) An appeal based on the conduct of the raters must be made in writing and filed with the Department of Human Resources not later than the second business day after the examination was held and must be based on a claim of bias, malfeasance, or misfeasance of board members; documented inconsistencies, or any questions propounded by the raters which occur during any examination which require an answer in conflict with any Federal, State or City and County laws, rules, or regulations. Appeals must state the specific grounds upon which they are based and provide facts which support the allegations. Failure to state the specific grounds for the appeal and provide facts shall nullify the appeal. All appeals properly filed under this section shall be resolved in accordance with the appeal provisions of these Rules.

3) In acting on appeals, only the applications, records, and questions and answers which constitute the record of the examination shall be considered. Appeals will only be sustained when the candidate presents evidence that clearly substantiates a charge or charges as to the above listed items. In the absence of an appeal under this section, later appeals shall be precluded.

Sec. 11.15 Inspection of Ratings by Participants

11.15.1 Composite ratings for examinations administered under this section shall be available for a minimum period of two working days during which period each participant may inspect their own ratings. The identity of the examiner giving any mark or grade shall not be disclosed.

11.15.2 Any appeal shall be filed in writing within the inspection period and shall be limited to inconsistencies in examination administration or failure of the raters to apply uniform standards. Appeals must state the specific grounds upon which they are based and provide facts which support the allegations. Failure to state the specific grounds for the appeal and provide facts shall nullify the appeal.

11.15.3 All appeals properly filed under this section shall be resolved in accordance with the appeal provisions of these Rules. Appeals shall not be considered merely because candidates believe they are entitled to a higher score. Neither the Commission nor the Human Resources Director shall substitute their judgment for the judgment of the raters. Ratings of less than the minimum passing score shall not be raised to more than the minimum passing score.

Applicability: The provisions of Article I, Rule 11, apply to employees in all classes except those represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.15 **Inspection of Ratings by Participants (cont.)**

11.15.4 No evidence or documents shall be presented, which were not presented to the raters, unless the candidate was denied the opportunity to do so.

11.15.5 In the absence of an appeal under this section, later appeals shall be precluded.

Sec. 11.16 **Authorization for Flexible Staffing Program**

The Human Resources Director is authorized to establish flexible staffing programs to promote permanent civil service employees past the probationary period to higher classes within an occupational series or to another series by methods other than traditional selection procedures. In establishing a flexible staffing program, the Human Resources Director shall consider, among other factors, length of permanent service, performance appraisal ratings, availability of positions, budgetary restrictions, and affirmative action. The specific procedures and qualifications established shall be listed in the flexible staffing examination announcement for the class(es) involved.

Rule 11 Examinations

Article II: Examination Process

Applicability: The provisions of Article II, Rule 11, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.17 **Charter Authority**

The examination program shall be in accordance with the provisions of the Charter. The Human Resources Director shall rule on all matters concerning the examination program as provided elsewhere in these Rules.

Sec. 11.18 **Announcement**

The examination announcement shall provide the qualifications, dates, duration of eligible lists, and other particulars regarding the examinations thereon announced. Applicants must be guided solely by the announcement of the examination(s) for which they apply.

Sec. 11.19 **Protests of Examination Announcements**

Appeals concerning the provisions of an announcement must be received by the Department of Human Resources within seven business days from the issuance date. The Human Resources Director will rule upon appeals and notify petitioners in writing. This decision is subject to appeal to the Commission as provided elsewhere in these Rules.

Sec. 11.20 **Reissuance of Examination Announcements**

After considering appeals submitted in accordance with this Rule, the Human Resources Director may reissue the announcement. When reissued, an examination announcement is not subject to the appeal procedure.

Sec. 11.21 **Official Time Periods**

Examination announcements shall set forth time limits for determination of the qualifications of applicants.

Applicability: The provisions of Article II, Rule 11, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.22 **Promotional Applicants Except for Members of the Uniformed Ranks of the Police and Fire Departments**

11.22.1 Applicants for promotional examinations shall meet the requirements of the examination announcement under which they apply and be eligible to participate in examinations on a promotive basis as defined by this Rule.

11.22.2 The following employees who are otherwise qualified are entitled to participate in examinations on a promotive basis if they meet the service requirements specified below:

- 1) Employees with permanent status who have completed the probationary period;
- 2) Employees with permanent civil service, probationary, or certified temporary status currently on authorized leave of absence;
- 3) Employees with holdover rights;
- 4) Employees serving a probationary period in a different class but who were last employed in a next lower rank class as a certified temporary, probationary, or permanent employee past the probationary period;
- 5) Appointees from a regular adopted eligible list to a non-permanent position other than a "near list" appointment;
- 6) Employees serving a probationary period.

11.22.3 All employees entitled to participate in promotive examinations as outlined above shall meet the following requirements:

- 1) A period of six months of service in the class or for the period provided in the examination announcement in any status; AND
- 2) Certification by the appointing officer(s) of satisfactory job performance for the period of the required service on the forms and in the manner prescribed by the Human Resources Director.

Applicability: The provisions of Article II, Rule 11, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.23 **Promotional Applicants in the Uniformed Ranks of the Police and Fire Departments**

Promotional applicants in the uniformed ranks of the Police and Fire Departments are governed by the provisions of former Charter Section 8.327.

Sec. 11.24 **Means of Identification**

11.24.1 The Human Resources Director shall determine the method of candidate identification to be used in written and performance examinations.

11.24.2 When the sealed identification method is used, candidates are prohibited from making identifying marks on their examination papers. The examination papers of a candidate who makes identifying marks may be canceled. Sealed identification sheets of successful candidates may not be opened until all ratings and the passing mark are final.

11.24.3 Where a number of candidates have competed in two or more examinations in a series and at least one candidate has passed one and failed one of the examinations, the identification sheets of the candidates who have failed one examination may be opened prior to the qualifications appraisal interview but only for the purpose of determining which candidates should participate in the qualifications appraisal interview. Under no circumstance may the score on the examination passed be divulged by the Department of Human Resources prior to the posting of the tentative eligible list.

Sec. 11.25 **Unauthorized Material**

Any applicant cheating or attempting to cheat in any phase of the examination process shall be eliminated from the examination and thereafter may be ineligible for future employment. Cheating shall include the use or attempted use of material not authorized by the notice to report for examination.

Sec. 11.26 **Copying of Examination Questions**

The copying of examination questions or the making of notes or outlines regarding an examination is prohibited.

Applicability: The provisions of Article II, Rule 11, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.27 **Rating Keys**

- 11.27.1 The examination booklet in examinations not exempted from inspection privileges shall provide the time period wherein participants in an examination may review the rating key to be used for scoring. Participants in an examination shall be allowed only one review of the rating key unless otherwise ordered by the Human Resources Director. No changes in the rating key shall be made after the identification sheets of any participants have been opened.
- 11.27.2 Inspection of the rating key is for the purpose of correcting errors in the key or determining if any of the questions asked are ambiguous or incorrectly phrased. Protests concerning the rating key must be filled out in the inspection room on forms supplied by the Department of Human Resources. Petitions must include substantiating data or authoritative references. If any protests have been filed, an additional period for review of protests and submission of counter-protests will be provided.

Sec. 11.28 **Rating Keys - Continuous Examination**

- 11.28.1 Inspection privileges shall not apply to questions and answers on any continuous or standardized entrance or concurrent entrance and promotive written examination. This includes examinations under the continuous testing program.
- 11.28.2 The Human Resources Director may order obsolete or erroneous questions deleted from any examination exempted by this Rule from inspection privileges.

Sec. 11.29 **Inspection of Rating Keys by Review Committee**

- 11.29.1 Notwithstanding any other provision of these Rules, the examination announcement may provide for review of questions and answers thereto by a review committee in those examinations wherein large numbers of protests on key answers might be anticipated on the basis of past experience, or where there is an immediate need for appointees in the class involved. Such review committee shall be composed of three or more persons expert in the field of subject matter covered by the examination.

Applicability: The provisions of Article II, Rule 11, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.29 Inspection of Rating Keys by Review Committee (cont.)

11.29.1 (cont.)

For examinations in the uniformed ranks of the Police and Fire Departments or other uniformed forces, the members of the Committee shall be appointed by the Human Resources Director from among a panel of five officers submitted by the appointing officer of the concerned department and shall hold rank not less than that of the class for which the examination is being held.

- 11.29.2** The review of the rating key shall begin simultaneously with the holding of the examination and shall be completed in one session. The recommendations of the review committee with respect to questions or answers which they believe to be ambiguous, incorrect, or improper shall be submitted to the Human Resources Director for approval. Such rating key when approved by the Human Resources Director shall be made available for review by participants in the examination for a period of two days. The time allowed for such review may be extended if, in the judgment of the Human Resources Director, the number of applicants warrants. The participants may appeal to the Commission concerning only those questions or answers wherein documented claim of significant error is made. If any appeals have been filed, an additional period for submission of counter-arguments will be provided. If no appeals are submitted, the approved rating key shall be the official rating key to be used for scoring the examination.

Sec. 11.30 Examination Passing Mark

- 11.30.1** For each examination, the Human Resources Director shall establish a passing mark or shall determine the total number of persons to be included on the list of eligibles based on the needs of the service.
- 11.30.2** No changes in the passing mark shall be made after the identification sheets have been opened.

Sec. 11.31 Inspection of Papers by Unsuccessful Candidates

Where there are remaining parts of an examination, and where the examination is not exempted from inspection under these Rules, unsuccessful candidates may inspect their papers during a two day period specified by the notice informing them of their scores. Such inspection shall be for the sole purpose of determining that the scoring has been accurate.

Applicability: The provisions of Article II, Rule 11, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.32 Veterans Preference in Examinations

11.32.1 Veterans' preference in examinations completed on or after July 7, 1976, shall be administered in accordance with these Rules.

11.32.2 The following definitions apply to the administration of this section:

1) Completion date of an examination: The date the eligible list is adopted or on which all competitive parts of the examination have been administered and the passing mark set.

2) Time for filing claim: Applicants must claim preference on the original application form or pre-application form, whichever is filed first. All such claims or withdrawals of claims must be made prior to participation in the first part of the test to be administered.

3) First entitlement to claim preference: The date upon which the applicant was first separated from active duty service, including separations for re-enlistment purposes, and such service would have qualified the applicant to claim preference under the then-current requirements.

Sec. 11.33 Qualifications Appraisal Interview - Procedures and Appeals

11.33.1 Procedures and Practices

1) The orientation of the qualifications appraisal board may include a presentation by the department head or departmental representative which includes a description of the class for which the examination is being held, the setting of the class in the department, the critical elements of personal characteristics needed by employees in this class, and related information. The department head or representative shall not discuss any candidate with any member or members of the qualifications appraisal board at this time or any other time prior to the completion of the examination.

2) No fraternal rings, organization pins, or insignia of any kind shall be displayed by the board members in any qualifications appraisal interview nor shall such rings, pins, or insignia be worn by any candidate who appears before such a board.

3) No board member shall rate a candidate who is related to that person or rate a candidate if any strong personal association exists between that candidate and the board member so that it would be difficult to make an impartial rating.

Applicability: The provisions of Article II, Rule 11, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.33 Qualifications Appraisal Interview - Procedures and Appeals (cont.)

11.33.1 Procedures and Practices (cont.)

4) No candidate shall discuss her/his candidacy or any relationship thereto with the qualifications appraisal board members prior to the completion of all parts of the examination(s) and the final adoption of the list(s) of eligibles resulting therefrom.

5) No letters of reference or recommendation shall be presented to the qualifications appraisal board.

6) The board may consider relevant documents such as specified in examination announcements.

7) In all qualifications appraisal interviews, the same standards shall apply to all candidates who appear for the same class.

8) The minimum passing or qualifying rating must be related to a class, not to a single position within a multiple position class.

9) No applicant for public employment shall be questioned as to political views, religious beliefs, labor affiliations, or racial extraction.

10) Recordings of qualifications appraisal interviews shall be retained only until all ratings become final and any timely litigation based thereon has been resolved. A defective recording shall not invalidate the interview unless the Human Resources Director finds the omitted or unintelligible material critically relevant to the case, in which event the Human Resources Director may authorize a second interview or order a new examination.

11) In the event of any challenge of an examiner or of any ratings in qualifications appraisal interviews, all other candidates whose standing in the examination may be affected shall be notified of the challenge.

11.33.2 Challenge of Board Members

1) A board member may excuse herself or himself from rating any candidate when, in the judgment of the board member, it would be difficult to rate the candidate impartially. If possible, the excused board member shall be replaced by an alternate with the same qualifications.

Applicability: The provisions of Article II, Rule 11, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.33 Qualifications Appraisal Interview - Procedures and Appeals (cont.)

11.33.2 Challenge of Board Members (cont.)

2) Any challenge as to personal bias or competence of a person serving as an examiner in a qualifications appraisal interview based upon prior knowledge of or acquaintance with a board member shall be made by a candidate to the representative of the Department of Human Resources or authorized representative immediately prior to participation in this phase of the examination. The candidate shall then proceed with the interview. If such challenge is sustained by action of the Commission following denial by the Human Resources Director, the rating by the challenged person shall not be computed in the final rating of the candidate and the rating of the candidate shall be that of the unchallenged members of the examining board. If more than one-half of the board members are successfully challenged, then the Human Resources Director shall cancel this session and a new board shall be constituted, unless more than one panel of examiners has been convened for the examination, in which case the candidate shall be examined by an alternate panel of equal number.

3) Any appeal or challenge of the conduct of the qualifications appraisal board based on a claim of bias, malfeasance, or misfeasance of board members must be made in writing and presented to the representative of the Examination Unit not later than the second business day on which the qualifications appraisal interview was held. Challenges based on bias, malfeasance, or misfeasance not filed in this two day period cannot be considered. Such challenges must state the grounds upon which the challenge is based. Failure to state the specific grounds for the challenge shall nullify the challenge. All challenges properly filed under this section shall be resolved in accordance with the provisions of these Rules before the identification sheets of those admitted to the oral examination are opened and scores of the participants are known.

4) The Commission, in acting on a challenge or appeal of the conduct of the qualification appraisal board, shall consider only the applications, records, and questions and answers which constitute the record of the qualifications appraisal interview. The Commission will sustain protests only when the candidate presents evidence that clearly substantiates a charge of bias, malfeasance, or misfeasance.

5) The decision of the Civil Service Commission on this subject shall be final.

Applicability: The provisions of Article II, Rule 11, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.33 **Qualifications Appraisal Interview - Procedures and Appeals**
(cont.)

11.33.2 **Challenge of Board Members (cont.)**

6) In the absence of a challenge under this section or upon a decision by the Commission under this section, later challenges shall be precluded.

11.33.3 **Inspection of Ratings in Qualifications Appraisal Interviews by Participants**

1) After the qualifications appraisal interviews for an examination are computed, such composite ratings shall be available for a minimum period of two working days following the completion of the computations for all participants or for some other two day period set by the Human Resources Director, provided that the candidates are advised of the dates, during which period each participant may inspect their own ratings. The identity of the examiner giving any mark or grade in an qualification appraisal interview shall not be disclosed.

2) Any challenges shall be filed in writing within the inspection period and shall be limited to:

- claimed inconsistencies or failure of the qualifications appraisal board to apply uniform standards; and
- any questions propounded by the panel of examiners which occur during a qualifications appraisal interview which require an answer in conflict with any Federal, State, or City and County laws, rules, or regulations which apply to the government of the City and County of San Francisco, the Department of Human Resources, and/or the Civil Service Commission.

3) All challenges properly filed under this section shall be resolved in accordance with the provisions of these Rules. The Human Resources Director shall not consider challenges merely because candidates believe they are entitled to a higher score. The Human Resources Director will not substitute her/his judgment for the judgment of the qualifications appraisal interviewers. Ratings by a qualifications appraisal board of less than the minimum passing score shall not be raised to more than the minimum passing score.

Applicability: The provisions of Article II, Rule 11, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.33 **Qualifications Appraisal Interview - Procedures and Appeals (cont.)**

11.33.3 **Inspection of Ratings in Qualifications Appraisal Interviews by Participants (cont.)**

4) No evidence or documents supportive of qualifications shall be presented to the Human Resources Director which were not presented to the qualifications appraisal board unless the candidate was denied the opportunity to do so.

5) The decision of the Human Resources Director on this subject shall be final.

6) In the absence of a challenge under this section or upon a decision by the Human Resources Director under this section, later challenges shall be precluded.

Sec. 11.34 **Rating Seniority, Clean Record and Meritorious Public Service in Promotional Examinations in the Uniformed Ranks of the Fire and Police Departments**

11.34.1 When such ratings are provided by Charter or examination announcement, ratings of seniority demerit (clean record) and merit (meritorious public service) in promotional examinations in the Fire and Police Departments shall be calculated as of the beginning date of examination in accordance with the following conditions:

1) An act of merit or demerit which has been rated in a promotional examination for a basic class shall not again be rated in a promotional examination for a basic class or an intermediate or specialized class which is promotional from the basic class in which such rating was made.

2) An act of merit or demerit which has been rated in a promotional examination in an intermediate or specialized class shall not again be rated in a promotional examination in an intermediate or specialized class.

3) An act of demerit shall be deemed expunged following ten years of service with a clean record.

Applicability: The provisions of Article II, Rule 11, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.34 **Rating Seniority, Clean Record and Meritorious Public Service in Promotional Examinations in the Uniformed Ranks of the Fire and Police Departments (cont.)**

11.34.1 (cont.)

4) In applying these schedules, the following are intermediate or specialized classes:

H4	Inspector, Bureau of Fire Prevention and Public Safety
H6	Investigator, Bureau of Fire Investigation
H22	Lieutenant, Bureau of Fire Prevention and Public Safety
H24	Lieutenant, Bureau of Fire Investigation
H32	Captain, Bureau of Fire Prevention and Public Safety
Q35	Assistant Inspector
Q63	Criminologist

5) In applying these schedules, the following are basic classes:

H20	Lieutenant, Fire Department
H30	Captain, Fire Department
H40	Battalion Chief, Fire Department
H50	Assistant Chief of Department, Fire Department
Q50	Sergeant
Q60	Lieutenant
Q80	Captain

6) Should a candidate participate in more than one promotional examination having the same beginning date, acts of merit and demerit shall be rated for all such examinations with the same beginning date as provided by the examination announcement.

11.34.2 Acts of merit shall not be rated in promotional examinations in the Fire Department. Acts of merit occurring after March 4, 1954, shall not be rated in promotional examinations in the Police Department.

Applicability: The provisions of Article II, Rule 11, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.34 Rating Seniority, Clean Record and Meritorious Public Service in Promotional Examinations in the Uniformed Ranks of the Fire and Police Departments (cont.)

11.34.3 In rating acts of demerit, the following schedules apply for promotional examinations in the police department:

- Suspension: One point deduction for each work day suspended;
 - Fines: One point deduction for the equivalent of each working day's salary;
 - Reprimand by Police Commission: One point deduction for each reprimand.
- In applying the above schedules, one week equals five working days, two weeks equals ten working days, three weeks equals 15 working days, one month equals 22 working days, two months equals 44 working days, one-half month equals 11 working days. Fines will be converted to working days on the basis of actual base pay at the time of the fine.

11.34.4 For promotional examinations in the Fire Department:

- For five day, 40 hours per week employment: Same as above; and
- For watch employment: Two-thirds point deduction for each calendar day of suspension.

Sec. 11.35 Requirement to Conduct Examinations

11.35.1 Except for reasons beyond the Human Resources Director's control, the Department of Human Resources shall immediately commence to conduct an examination whenever a provisional or near-list appointment is made to a permanent position.

11.35.2 Except for reasons beyond the Human Resources Director's control, the Department of Human Resources will make every attempt, on a priority basis, to commence to conduct examinations at least 60 days prior to expiration of an eligible list where there is a demonstrated need for continuing appointments to such class.

11.35.3 Where possible, the Human Resources Director or designee and bargaining representative shall meet in advance to determine which classes require eligible lists on a continuing basis.

Applicability: The provisions of Article II, Rule 11, apply to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.36 Examination of Applicants

Incorporating former Charter Section 8.321 into the Civil Service Commission Rules pursuant to former Charter Section 8.320-1 Incorporating Former Charter Provision (Proposition C - November 5, 1991 Election)

11.36.1 Requirement for Competitive Examinations

All applicants for places in the classified service shall submit to examinations which shall be competitive provided, however, that no examination shall be deemed to be competitive unless two or more persons shall participate, except that any such examination may be held for one qualified applicant on recommendation of the Civil Service Commission and approval by resolution of the Board of Supervisors, after a finding by the board that reasonable publicity of the proposed examination has been given.

11.36.2 Examination without Charge

Such examinations shall be without charge to the applicants.

11.36.3 Examination Control and Employment of Examiners

The Human Resources Director shall control all examinations and may employ suitable persons in or out of the public service to act as examiners.

11.36.4 Type of Examinations

The examinations used shall measure the relative capacities of the persons examined to perform the functions, duties, and responsibilities of the class to which they seek appointment. Examinations shall consist of selection techniques which will test fairly the relative qualifications, merit and fitness of the applicants for the position to be filled. Examinations may include written tests to determine job-related aptitude, knowledge, or achievements; and oral tests by qualifications appraisal boards.

Applicability: The provisions of Article II, Rule 11, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.36 **Examination of Applicants (cont.)**

11.36.5 **Rules Governing Qualification Appraisal Boards**

The Human Resources Director shall establish rules governing the size and composition of qualification appraisal board. Qualification appraisal boards may consider, in the case of employees of the City and County of San Francisco, all prior performance evaluations completed on Department of Human Resources forms and, in the case of all applicants, may consider prior work experience, assessment center evaluations, and work samples as part of their evaluation of candidates for employment to any position.

11.36.6 **Apprenticeship Positions**

Appropriate rosters of eligibles established by a trade, craft or occupation joint apprenticeship committee recognized by the State of California Department of Industrial Relations, Division of Apprenticeship Standards, may be utilized to fill apprenticeship positions or as the basis for establishing apprenticeship eligibility lists.

11.36.7 **Adequacy of Examinations**

Subject to the approval of the Commission, the Human Resources Director shall judge the adequacy of the tests to rate the capacity of the applicants to perform service for the City and County.

11.36.8 **Establishment of Passing Mark and Number of List**

The Human Resources Director may, for each examination, establish a passing mark or may determine the total number of persons who shall constitute the list of eligibles.

11.36.9 **Preparation and Order of Eligible List**

The Human Resources Director shall prepare the eligible list from the returns of the examiners, arranged in order of relative performance.

11.36.10 **Prohibition of Political, Religious or Fraternal Questions**

No question submitted to applicants shall refer to political or religious opinions or fraternal affiliations.

Applicability: The provisions of Article II, Rule 11, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.37 **Protest of Written Questions and Answers**

Incorporating former Charter Section 8.322 into the Civil Service Commission Rules
Pursuant to former Charter Section 8.320-1 Incorporating Former Charter Provision
(Proposition C - November 5, 1991 Election)

11.37.1 Review Period by Participants in Written Examinations

After the written portion of a civil service examination has been held, the questions used and the answers thereto shall be available for review by the participants.

11.37.2 Exclusion from Review of Continuous or Standardized Tests

This review period shall not apply to questions and answers on any continuous or standardized entrance or concurrent entrance and promotive written tests.

11.37.3 Opportunity to Protest Questions and Answers

During the review period, participants shall have an opportunity to protest questions or answers they believe to be incorrect or improper.

11.37.4 Changes in Rating Key

After all protested items have been acted on and after the official rating key has been adopted and the identification sheets have been opened, further changes in the rating key shall not be made.

Rule 11 Examinations

Article III: Veterans Preference in Examinations

Incorporating former Charter Section 8.324 into the Civil Service Commission Rules pursuant to former Charter Section 8.320-1 Incorporating Former Charter Provision (Proposition C - November 5, 1991 Election)

Applicability: Unless otherwise noted, the provisions of Article III, Rule 11, apply to employees in all classes.

Sec. 11.38 Requirements for Entitlement to Veterans Preference

Veterans with 30 days or more actual service, and widows or widowers of such veterans, who become eligible for appointment by attaining the passing mark in any entrance examination, shall be allowed an additional credit of five percent in making up the list of eligibles established by such examination

Sec. 11.39 Definition of Veterans

The term "veteran" as used in this Rule shall be taken to mean any person who has been mustered into, or served in, or enlisted in the United States Army, the United States Navy, the United States Marine Corps, the United States Army Air Corps, the United States Air Force, or the United States Coast Guard, and served on active duty in said branch of the armed forces of the United States, not including reserve service, at any time for a period of 30 days or more in time of war and been separated from active duty and under conditions other than dishonorable and not resulting from courts martial, except no individual entering the armed forces on or after January 27, 1973, the date of the creation of the volunteer army, shall receive veterans preference in a civil service entrance examination for service of any type in the armed forces of the United States.

Sec. 11.40 Entitlement at Time of Separation from Active Duty

In addition, an individual qualifying for veterans preference as herein defined shall be deemed entitled thereto on his or her date of separation from active duty in the armed forces.

Sec. 11.41 Restriction on Entitlement

No person so qualified shall be granted veterans preference unless he or she indicates qualification therefor on an examination application received by the Department of Human Resources not later than ten years from the date of his or her first entitlement thereto.

Applicability: Unless otherwise noted, the provisions of Article III, Rule 11, apply to employees in all classes.

Sec. 11.42 **Entitlement Exhausted Upon Acquiring Permanent Appointment**

When an eligible has secured a permanent appointment from a list of eligibles derived from an entrance examination, in which he or she has been allowed additional credits of five percent as herein provided, and has served the full probationary period therein as provided in these Rules, such other additional credits of five percent that have been allowed him or her on the list of eligibles derived from other entrance examinations shall be automatically canceled, and his or her rank on such other list or lists revised to accord with his or her relative standing before such additional credits were added and he or she shall not be allowed such additional credits in any other examinations.

Sec. 11.43 **Additional Entitlement for Veterans with Permanent Disability**

The Human Resources Director may, for services or employment specified by the Commission, allow general or individual preference, but not more than ten percent, for entrance appointment of veterans who have suffered permanent disability in the line of duty, provided that such disability would not prevent the proper performance of the duties required under such service, or employment, and provided that such disability is of record in the United States Veterans' Administration.

Sec. 11.44 **Definition of Time of War**

In the administration hereafter of the provisions of this Rule, the expression "time of war" shall include the following periods of time:

- 1) the period of time from the commencement of a war as shown by any declaration of war, of the Congress of the United States, or by any statute or resolution of Congress, a purpose of which is to declare in any manner the existence of a state of war, until the time of termination thereof by any truce, treaty of peace, cessation of hostilities, or otherwise;
- 2) the period of time during which the United States is or has been engaged in active military operations against any foreign power, whether or not war has been formally declared;
- 3) the period of time during which the United States is or has been assisting the United Nations or any nation or nations in accordance with existing treaty obligations, in active military operations against any foreign powers, whether or not war has been formally declared; and
- 4) the period of time during which the United States is engaged in a campaign or expedition in which a medal has been authorized by the government of the United States; provided, however, that no person shall be eligible for the benefits provided for veterans in this Rule unless the person is eligible to receive such a medal.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MEMORANDUM CSC No. 99-1

ADRIENNE PON
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

OSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Date: January 7, 1999

To: Department Heads
Departmental Personnel Officers
Personnel Representatives
Employee Organization Representatives

From: Kate Favetti
Executive Officer

Subject: **Civil Service Commission Rule Change Number 96-23;
Amendment to Civil Service Commission Rule 13 -
Certification of Eligibles, Section 13.2.3 - Expansion of
Certification Rules, to extend this Rule until June 30, 1999**

**Civil Service Commission Rule Change Number 96-24;
Amendment to Civil Service Commission Rule 5 - Meetings
and Hearings of the Commission, Section 5.1 - Regular
Meetings**

Civil Service Commission Rule 13 - Certification of Eligibles, Section 13.2.3 - Expansion of Certification Rules, provides for the use of certification rules greater than the Charter-mandated minimum Rule of Three Scores. Section 13.2.3 is applicable to classes represented by Local 21 and SEIU Locals 250, 535, and 790. This section, originally adopted by the Civil Service Commission on March 18, 1996 and extended by the Commission on December 2, 1996, July 7, 1997, February 2, 1998, and August 3, 1998, was scheduled to expire on December 31, 1998.

On December 7, 1998, the Civil Service Commission extended Civil Service Commission Rule 13 - Certification of Eligibles, Section 13.2.3 for an additional six months, through June 30, 1999.

DOCUMENTS DEPT.

JAN 12 1999
SAN FRANCISCO
PUBLIC LIBRARY

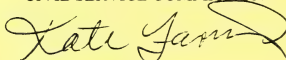
The Civil Service Commission also amended Civil Service Commission Rule 5, Section 5.1 - Regular Meetings, to reflect the reopening of City Hall on January 5, 1999. The Civil Service Commission approved the relocation of the Commission's meetings to City Hall, 1 Dr. Carlton B. Goodlett Place, Room 408. The first regular meeting of the Civil Service Commission in City Hall will be February 1, 1999.

Attached for inclusion in your copy of the Civil Service Commission Rules are reissued pages 5.2, 5.3, 13.6, and 13.7 dated 1/7/99 to replace the corresponding pages dated 1/8/96 and 8/19/98 respectively. In addition, please insert the page of the Amendment Control Sheet numbered xiii in your copy of the Rules.

Please call me or Anita Sanchez at 252-3247, if there are any questions.

Sincerely,

CIVIL SERVICE COMMISSION

A handwritten signature in black ink, appearing to read "Kate Favetti", with a stylized flourish at the end.

KATE FAVETTI
Executive Officer

Attachments

Rule 5

Meetings and Hearings of the Commission

Article I: Meetings

Applicability: Unless otherwise noted, the provisions of Rule 5 apply to employees in all classes.

Sec. 5.1 Regular Meetings

- 5.1.1** Regular meetings shall be held on the first and third Monday of each month at 2:00 p.m. in the Commission Meeting Room, Room 428, Fourth Floor, Veterans Building, 401 Van Ness Avenue, or at such other day, time, or place as the Commission at a prior regular meeting may designate.
- 5.1.2** Any change of time or place of meeting shall be posted.
- 5.1.3** When a regular meeting day falls on a holiday, the Commission shall meet on the next succeeding business day unless at a prior regular meeting it designates some other day for its meeting.
- 5.1.4** A regular meeting shall not be adjourned before 5:30 p.m., provided that, if in the judgment of the President of the Commission all calendared business has been concluded, the meeting may be adjourned at an earlier time. Persons having a matter on calendar, who within five working days following the date of the meeting request in writing that their matter be recalendared because of their non-appearance due solely to the earlier adjournment time, shall have their matter recalendared for original consideration. Nothing contained herein shall be construed as barring the Commission from recessing from time to time during the continuance of the meeting.

Sec. 5.2 Adjourned Regular Meeting

The Commission may adjourn any regular meeting to a time and place specified. The adjourned meeting shall be part of the regular meeting.

Sec. 5.3 Special Meetings

- 5.3.1** Special meetings may be called by the President or a majority of the Commission in accordance with applicable local and State laws.

Applicability: Unless otherwise noted, the provisions of Rule 5 apply to employees in all classes.

Sec. 5.3 Special Meetings (cont.)

5.3.2 Notice shall be sent by the Executive Officer to all concerned parties who have matters on the special meeting agenda. Such notice must be delivered personally or by mail at least 24 hours before the time of such meeting as specified in the notice. A copy shall also be posted on the Bulletin Board. The notice shall specify the time and place of the meeting and the business to be transacted. No other business shall be transacted except that for which the meeting is ordered.

Sec. 5.4 Commission Meetings - Public

All meetings of the Commission shall be open to the public except as otherwise legally authorized.

Sec. 5.5 Executive Session

The Commission may hold executive sessions to consider the employment or dismissal of an officer or employee subject to the jurisdiction of the Commission; to hear complaints or charges brought against such officer or employee unless such officer or employee requests a public hearing; or for other purposes in accordance with applicable local and State laws.

Sec. 5.6 Minutes

The Executive Officer shall record in the minutes the time and place of each meeting, the names of the Commissioners present, all official acts of the Commission and the votes of the Commissioners. When requested, a Commissioner's dissent or approval, together with the reasons therefore, shall be recorded. The minutes shall be written and presented for correction and approval at the next regular meeting.

Applicability: Unless otherwise noted, the provisions of Article II, Rule 13, apply to employees in all classes represented by Service Employee International Union (SEIU) - Locals 250, 535 and 790; Transport Workers Union (TWU) - Locals 200 and 250A; Local 21 - International Federation of Professional and Technical Engineers, except for employees in classes belonging to the San Francisco Association of Personnel Professionals (SFAPP) - Local 21 who are covered by Article III; and to members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

13.2.3 Expansion of Certification Rules (cont.)

- 5)** This section shall automatically expire on June 30, 1997 unless extended by the Civil Service Commission before July 31, 1997 for a maximum additional period of up to six months. At the time of Commission review, all employee organizations affected by this section shall have the option to extend or terminate their agreement to be covered by this section.
- 6)** On July 7, 1997 the Civil Service Commission extended this section for an additional six months, through December 31, 1997.
- 7)** On February 2, 1998 the Civil Service Commission extended this section for an additional six months, through June 30, 1998.
- 8)** On August 3, 1998 the Civil Service Commission extended this section for an additional six months, through December 31, 1998.

Rule 13

Certification of Eligibles

Article III: Certification Rules for Employees Covered by Article III

Applicability: The provisions of Article III apply to all unrepresented classes and to classes represented by all employee organizations except Service Employee International Union (SEIU) - Locals 250, 535 and 790; Transport Workers Union (TWU) - Locals 200 and 250A; Local 21 - International Federation of Professional and Technical Engineers; and to members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798; provided, however, that employees in classes belonging to the San Francisco Association of Personnel Professionals (SFAPP) - Local 21, are covered by the provisions of Article III. Article VI of this Rule contains a list of classes for which the Rule of Three Scores shall be used exclusively.

Sec. 13.3 Certification of Eligibles - Employees Covered by Article III

13.3.1 Civil Service Commission Equal Employment Opportunity and Affirmative Action Policy Related to the Certification of Eligibles and Selection of Employees.

1) The Civil Service Commission endorses and supports the broadening of the Rules governing the certification of eligibles from civil service eligible lists and considers this broadening as an increase in opportunities for appointing officers to select employees who are best suited to perform the duties of specific positions and to provide greater opportunities to maximize multicultural diversity of the work force in the City and County of San Francisco.

2) Selection of employees from eligible lists shall be based on merit and fitness without regard to relationship, race, religion, sex, national origin, ethnicity, age, disability, gender identity, political affiliation, sexual orientation, ancestry, marital status, color, medical condition or other non-merit factors or otherwise prohibited nepotism or favoritism, and with due consideration of affirmative action goals. Appointing officers and their designees shall be responsible for establishing non-discriminatory selection procedures which may include scheduling each interested eligible for interview, conducting interviews by a diverse panel, asking job-related questions, maintaining documentation of selection criteria, and reviewing the proposed selection with the department's affirmative action officer or with the Department of Human Resources Equal Employment Opportunities/Affirmative Action Division.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MEMORANDUM CSC NO. 99-02

DOCUMENTS DEPT.

MAR 17 1999

SAN FRANCISCO
PUBLIC LIBRARY

ADRIENNE PON
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Date: January 22, 1999

To: Department Heads
Departmental Personnel Officers
Personnel Representatives
Employee Organization Representatives

From: Kate Favetti
Executive Officer

Subject: **Civil Service Commission Rule Change 96-25. Amendment of Rule 14 - Appointments, Section 14.36 - Limited Term Transfer.**

The Civil Service Commission, at its meeting of January 4, 1999, adopted rule changes to modernize Rule 14 - Appointments, Section 14.36 Limited-Term Transfer to provide flexibility under voluntary limited-term transfers and to reflect existing practices.

Subject to the approval of the affected Department Heads and the Human Resources Director, the Limited-Term Transfer Rule allows the assignment of employees to a vacant position in the same classification in another department during periods of fiscal emergency or peak work periods. This Rule also allows employees to train in another department or to transfer to another department during the probationary period.

VOLUNTARY LIMITED-TERM TRANSFER

The amended Rule:

- allows extension beyond six (6) months with the mutual agreement of the employee, the department heads and the Human Resources Director;
- requires a fifteen (15) day written notification of the designated employee organization prior to voluntary limited-term transfer. The union has five (5) working days from the date of the notice to request a meeting with the department head or designee. The Union waives its right to meet if its representatives are not available within five (5) days of the request to meet. The department head automatically extends the time frame if unavailable to meet within the five (5) day period.

MANDATORY LIMITED TERM TRANSFER

The amended Rule:

- retains the six (6) month maximum duration; and
- clarifies notification requirements.

Attached are amended pages to Rule 14 - Appointments. Remove pages 14.18 through 14.23 and replace with the attached amended pages 14.18 through 14.23.

Also attached is a copy of page xiii (the Amendment Control Sheet) dated January 22, 1999, documenting Civil Service Commission Rule Change Number 96-25. Substitute updated page xiii for the corresponding page in your copy of the Civil Service Commission Rules.

Please call me or Anita Sanchez at 252-3247, if you have any questions.

Sincerely,

CIVIL SERVICE COMMISSION

A handwritten signature in cursive script, appearing to read "Kate Favetti", written in dark ink.

KATE FAVETTI
Executive Officer

Attachments

Rule 14

Appointments

Article VI: Appointment by Transfer

Applicability: Unless otherwise noted, the provisions of Article VI, Rule 14, apply to employees in all classes.

Sec. 14.32 Transfer - General

- 14.32.1** A transfer of a permanent appointee who has completed the probationary period to a position in the same class under another appointing officer shall be requested on the form prescribed by the Human Resources Director.
- 14.32.2** A properly completed transfer form approved by the appointing officer or designee of the department to which transfer is requested shall be filed in the requested department. A copy of the approved form shall be filed with the Department of Human Resources and in the employee's current department within two business days of approval.
- 14.32.3** Appointees accepting a new appointment by transfer shall give a minimum period of notice prior to separation from their current department of 15 working days, unless the current department approves a shorter period of notice.
- 14.32.4** Appointments by transfer are subject to the appointment and probationary provisions of these Rules.
- 14.32.5** Appointment by transfer will cancel all other transfer requests which have been filed.

Sec. 14.33 Transfer from Position Not Full-Time

A permanent appointee to a part-time position or a position not full time on an annual basis and who serves under such appointment continuously for one year, may request transfer to a regular full-time position in accordance with the provisions of this Rule.

Applicability: Unless otherwise noted, the provisions of Article VI, Rule 14, apply to employees in all classes.

Sec. 14.34 Transfers Occasioned by Reduction of Force Due to Technological Advances, Automation, or the Installation of New Equipment

Permanent civil service employees who have completed their probationary period and who are subject to layoff because of technological advances, automation, the installation of new equipment, or the transfer of functions to another jurisdiction may submit a request to the Human Resources Director for transfer to a position within their capacities to perform, whether or not within the class for which they qualified for appointment. Such request for transfer shall be subject to the following:

- 14.34.1 Request for transfer shall be submitted on the form prescribed by the Human Resources Director and shall be approved by the appointing officer or designee of the department to which transfer is requested.
- 14.34.2 The position to which transfer is requested shall not be to a class having a higher compensation schedule than the one from which transfer is requested.
- 14.34.3 The Human Resources Director may administer any examinations which, in the judgment of the Human Resources Director, are deemed advisable to test the capacity of the employee to perform the duties in the position to which transfer is requested, unless the transfer is to a position in the same class or a closely related class.
- 14.34.4 Employees so transferred, who are not suited to the position, may be given an opportunity for further transfer to other positions within their capacities to perform.
- 14.34.5 In the event of layoff of an appointee who occupies a position through transfer under the provisions of this section, such layoff shall be in accordance with the applicable provisions of the Layoff Rule. Seniority shall be calculated from the date of certification in the class from which transferred.
- 14.34.6 Employees transferred under the provisions of this section may request reinstatement to the former class in accordance with the Reinstatement Rule.
- 14.34.7 In the event that more than one approved transfer to the same class is on file in the Department of Human Resources, preference shall be given to the appointee who has the longest service under civil service permanent appointment in the class from which layoff is to be made.

Applicability: Unless otherwise noted, the provisions of Article VI, Rule 14, apply to employees in all classes.

Sec. 14.34 Transfers Occasioned by Reduction of Force Due to Technological Advances, Automation, or the Installation of New Equipment (cont.)

- 14.34.8** An appointee transferred under the provisions of this section shall serve a probationary period in the new class.

Sec. 14.35 Transfers Occasioned by the Transfer of Functions from One Department to Another

- 14.35.1** When, in accordance with Charter provisions, part of the functions and duties of any department are transferred to another department, the employees performing such functions and duties shall be transferred therewith.
- 14.35.2** Such employees shall retain in their new department the same salary and civil service seniority status as they had in the department from which transferred.
- 14.35.3** Employees transferred in accordance with this Rule shall not be required to serve a new probationary period.

Sec. 14.36 Limited-Term Transfer

14.36.1 Definition

The transfer of a permanent appointee to a vacant position in the same class under another appointing officer for a specified duration of up to six calendar months may be approved by the appointing officers of both departments and the Human Resources Director and shall be known as a "limited-term transfer."

14.36.2 Purpose

The purpose of a limited-term transfer is to more efficiently utilize and exchange human resources among the departments of the City and County; to allow employees exposure and training in other departments; and to provide a mechanism for reducing staffing levels during slow periods or periods of fiscal emergency and to temporarily increase staffing during peak work periods.

Applicability: Unless otherwise noted, the provisions of Article VI, Rule 14, apply to employees in all classes.

Sec. 14.36 **Limited-Term Transfer, (cont.)**

14.36.3 **Types of Limited-Term Transfers**

1) Voluntary: A limited-term transfer may be initiated on the written request of an employee on the form prescribed by the Human Resources Director.

2) Mandatory: A permanent or probationary employee may be transferred by the employee's appointing officer for a specified period up to a maximum of six months in any calendar year to a position in the same class under another appointing officer. Such transfers shall be made by class in reverse order of seniority in the class in the department after all permanent and probationary employees in the class have been canvassed and all more senior employees have been notified and have waived the right to request a voluntary limited-term transfer. The employee shall receive at least five working days written notice in advance of the effective date of the transfer and shall be given an opportunity, if requested, to meet and confer with the appointing officer or designated representative. No permanent employee shall be placed on mandatory limited term transfer if there are temporary or provisional employees in the same class in the department from which the transfer originates.

14.36.4 **Expiration and Extension**

1) Limited-term transfers will remain in force for the period specified unless abridgment is approved by both appointing officers.

2) Limited-term transfers approved for a period of less than six months may be extended for additional periods of time up to a maximum of six calendar months.

3) Upon expiration of the period of the transfer, the transferee shall be automatically reinstated to a permanent position in the class and department from which transferred.

Applicability: Unless otherwise noted, the provisions of Article VI, Rule 14, apply to employees in all classes.

Sec. 14.36 **Limited-Term Transfer (cont.)**

14.36.5 **Probationary Period**

1) A limited-term transferee shall not serve a new probationary period; however, notwithstanding any other provision of these Rules, with the approval of the appointing officer in the department to which transferred, the time served during a limited term transfer, or a portion thereof, may be counted toward the completion of the probationary period if the transferee requests and is granted a permanent transfer and commences a probationary period in the new department.

2) An appointee who is transferred under the provisions of this Rule while serving a probationary period in the department from which transferred shall complete the probationary period upon reinstatement to the original department; however, an appointing officer may, notwithstanding any other provision of these Rules, credit the time served during a limited-term transfer or a portion thereof toward the completion of the probationary period in the original department.

14.36.6 **Disciplinary Action**

A limited-term transferee is an appointee in the department to which transferred during the period of the transfer for the purpose of disciplinary action.

14.36.7 **Temporary Positions**

Limited-term transfers which are not made to permanent positions may be made to positions which are funded on a temporary basis with the certification of the Controller that funds for the payment of mandatory fringe benefits are available in the department to which transferred. Appointees so transferred retain all the rights and benefits of permanent appointees.

14.36.8 **Seniority**

Appointees returning to their original departments following a limited-term transfer are reinstated with full seniority. No deduction from seniority in the original department shall be made for any period of limited term transfer.

Applicability: Unless otherwise noted, the provisions of Article VI, Rule 14, apply to employees in all classes.

Sec. 14.36 **Limited-Term Transfer (cont.)**

14.36.9 **Layoff**

An appointee who is laid off while on a limited-term transfer shall be automatically reinstated to a permanent position in the class in the department from which transferred.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MEMORANDUM

CSC No. 99-04

DOCUMENTS DEPT.

Date: March 12, 1999

To: Department Heads
Personnel Officers
Personnel Representatives
Employee Organization Representatives

MAR 16 1999

SAN FRANCISCO
PUBLIC LIBRARY

From: Kate Favetti
Executive Officer

SUBJECT: **Civil Service Commission Rules Change Number 96-26.
Deletion of Civil Service Commission Rule X31 - Overtime.**

On January 8, 1996 the Civil Service Commission (CSC) recodified its Rules and posted a number of Rules for deletion, including Rule X31 – Overtime. The CSC maintained its Rules on overtime and compensatory time for hours worked beyond the normal work schedule pending the completion of the negotiation process. A review of the collective bargaining agreements and ordinances indicates that provisions for overtime compensation or alternate benefits, such as administrative leave in recognition of excess hours worked, are now incorporated in all agreements and ordinances. Consequently, Rule X31 – Overtime is no longer needed therefore, the CSC acted at its meeting March 1, 1999 to delete CSC Rule X31 – Overtime.

Remove pages X31.1 and X31.2 in your copy of the CSC Rules. A revised copy of page ii (Table of Contents) dated March 12, 1999, and page xiii (Amendment Control Sheet) dated March 12, 1999, are attached. Substitute updated page ii and page xiii for the corresponding pages in your copy of the CSC Rules.

Please call me or Anita Sanchez 252-3247, if there are questions.

CIVIL SERVICE COMMISSION

KATE FAVETTI
Executive Officer

Attachments



Rules - Table of Contents, Chapter II (cont.)

Rule 15	Rules Related to the Employment of Persons with Disabilities, page 15.1
Rule 16	Medical Examinations, page 16.1
Rule 17	Probationary Period, page 17.1
Rule 18	Conflict of Interest, page 18.1
Rule 19	Resignation, page 19.1

Chapter III**Miscellaneous Rules and Rules Governing Employee Separations**

Rule 20	Leaves of Absence, page 20.1
Rule 21	Layoff, page 21.1
Rule 22	Employee Separation Procedures, page 22.1

Chapter IV**Rules posted by the Civil Service Commission for deletion**

(until final action is taken by the Commission, the Rules in Chapter IV are in full force and effect)

Rule X9D	Promotional Examinations for Employees on Military Leave, page X9D.1
Rule X17	Probationary Period, page X17.1
Rule X18	Employee Relations - Grievance Procedure, page X18.1
Rule X23	Standing and Special Committees, page X.23.1
Rule X24	Apprenticeship Program, page X24.1
Rule X27	Temporary Exchanges for Training Purposes, page X27.1
Rule X28	Employee Training Reimbursement Program, page X28.1
Rule X30	Personnel Service Records, page X30.1
Rule X31	Overtime, page X.25



RULE X31

OVERTIME

Applicability: Unless otherwise noted, the provisions of Chapter IV apply to employees in all classes. However, certain matters may be superceded by a collective bargaining agreement for those employees in classes subject to Charter Section 8.409 or 8.590.

Section X31.01. DEFINITION

A. Overtime is hereby defined to mean time worked in excess of regular work schedules as provided by the Salary Standardization Ordinance.

B. Absence from duty because of leave with pay, military leave with pay, annual vacation or legal holidays shall be considered as time worked in computing a work week for overtime purposes.

Section X31.02. PART-TIME EMPLOYEES

Part-time employees shall not receive overtime pay or compensatory time off except as may be provided by ordinance.

Section X31.03. OVERTIME - EXECUTIVE, ADMINISTRATIVE OR PROFESSIONAL EMPLOYEES

A. Time Off To Compensate For Overtime Worked

1. In accordance with the provisions of the Salary Standardization Ordinance, appointing officers may allow compensatory time off for overtime worked to employees occupying executive, administrative or professional positions where such employees occupy classes specifically authorized for compensatory time off as designated in the Annual Salary Ordinance.

2. Records of overtime worked by the employees referred to in this section shall be maintained in the departments in such manner as to be readily available for audit, review or analysis by the Department of Human Resources staff.

3. All time off allowed because of overtime worked shall be indicated in hours on timerolls by use of the appropriate symbols as designated by the Controller.

B. Transfer Between Departments of Compensatory Time Off

Employees may transfer their accumulated compensatory time off or a portion thereof to a different department with the approval of the appointing officer in the new department.

C. Compensatory Time Off - Special Provision

Appointing officers may approve the use of compensatory time off for employees in classes where payment of overtime is authorized when the employee was formerly employed in an executive, administrative or professional position and has accumulated compensatory time off.

Applicability: Unless otherwise noted, the provisions of Chapter IV apply to employees in all classes. However, certain matters may be superceded by a collective bargaining agreement for those employees in classes subject to Charter Section 8.409 or 8.590.

D. Cash Payment For Overtime

Unless specifically provided for by ordinance, no cash payment for compensatory time shall be allowed.

E. Use of Compensatory Time To Supplement State Disability Insurance

An appointing officer may allow an employee to supplement State Disability Insurance (SDI) with compensatory time off in minimum units of one (1) hour so that the total of State Disability Insurance and compensatory time off equals, but does not exceed, the regular gross salary the employee would have received for the normal work schedule excluding overtime.

F. Finality of Appointing Officer's Decision

The decision of the appointing officer in matters related to compensatory time off shall be final, except as otherwise provided in these Rules, ordinances or the Charter.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

SF PUBLIC LIBRARY
Main Library, Civic Center
Attn: Kate Wingerson
Box 41 (RL) (34 Copies)

MEMORANDUM CSC No. 99-08

ADRIENNE PON
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

OSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Date: May 14, 1999

To: Department Heads
Departmental Personnel Officers
Union Representatives

From: Kate Favetti
Executive Officer

Subject: Revised Index for 1996 Edition of the Civil Service Commission
Rules – Volume I

A revised Index is attached for inclusion in your copy of the 1996 Edition of the Civil Service Commission Rules – Volume I. Please replace pages INDEX -1 through INDEX -29 issued September 30, 1996 with INDEX -1 through INDEX -21 issued May 14, 1999. An updated Amendment Control Sheet, page xiii is also attached to replace the corresponding page dated March 12, 1999.

An Index for the Civil Service Commission Rules – Volume II, Rules Applicable to the Uniformed Ranks of the San Francisco Police Department will be issued shortly to the holders of these Rules.

Please call me or Anita Sanchez, Assistant Executive Officer at (415) 252-3247 if you have any questions.

CIVIL SERVICE COMMISSION

KATE FAVETTI
Executive Officer

Attachments

DOCUMENTS DEPT.

MAY 18 1999

SAN FRANCISCO
PUBLIC LIBRARY



INDEX

NOTE: The lightface numbers refer to Rules Section numbers; the boldface numbers refer to page numbers.

- A -

ABSENCE, AUTHORIZED (See Leaves of Absence)

ABSENCE, UNAUTHORIZED

Five days or less, §22.10, **22.16**

When over five days, §22.11, **22.16**

ACTING ASSIGNMENT PAY, §9.10, **9.6**

ADDITIONAL PART-TIME EMPLOYMENT (See Conflict of Interest)

ADDRESS, CHANGE OF, §10.12, §13.7, **10.6, 13.16**

ADMINISTRATIVE LAW JUDGES, PROCEDURES FOR UTILIZATION

Complaint, §7.31, **7.13**

Amendment to, §7.34, **7.14**

Answer to, §7.33, **7.14**

Service of, §7.32, **7.13**

Decision, §7.41, **7.19**

Discovery, §7.35, §7.36, **7.14, 7.15**

Disqualification of, §7.37, **7.17**

Duties of, §7.37, **7.17**

Evidence

by Affidavit, §7.39, **7.18**

Rules, §7.38, **7.18**

Hearing

Contempt, §7.45, **7.21**

Continuance, §7.42, **7.19**

Matters of, §7.43, **7.20**

Notice of, §7.33, **7.13**

Oaths, Administration of, §7.46, **7.21**

Official Notice, §7.40, **7.19**

Reporter, §7.37, **7.17**

Subpoenas, §7.44, **7.20**

AFFIRMATIVE ACTION PLAN (See Equal Employment Opportunity)

AMENDMENT OF CSC RULES, §22.73., **22.8**

AMERICAN ARBITRATION ASSOCIATION, §22.73, **22.8**

ANNOUNCEMENTS (See Examinations)

NOTE: The lightface numbers refer to Rules Section numbers; the **boldface** numbers refer to page numbers.

APPEAL

- Of Denial of Leave, §20.40, **20.33**
- Of Executive Officer's Action, §5.12.4, **5.5**
- Of Human Resources Director's Action, §5.12, **5.5**
 - Classification Action, §9.7, **9.4**
 - Compensation Matters, §5.12.2, **5.5**
 - Discrimination Complaints, §3.3.4, **3.5**
 - Examination Matters, §5.12.1, **5.5**
 - Salary Matters, §5.06B, **5.2**
 - Personal Services Contracts, §5.12.3, **5.5**
 - Other Matters, §5.12.4, **5.5**
- Of Medical Rejection, §15.03B, **15.1**
- Of Temporary Out-of-Class Assignments, §9.10.4, **9.6**
- Of Termination, §22.1.4(1), **22.3**
- Qualifications Appraisal Boards (See Examinations)
- Reconsideration of Action by CSC, §5.13, **5.6**

APPLICATIONS (See Examination)**APPOINTING OFFICER**, defined, §2.2, **2.3****APPOINTMENT**

- Date, Defined, §2.3, **2.3**
- Defined, §2.1, **2.2**
- Exempt, §14.45, **14.29**
- Exempt, defined, §2.1.6, **2.3**
- Finality of Appointing Officer's Decision, §14.1.3, **14.2**
- General Provisions, §14.1, **14.2**
- Limited Tenure
 - Authority for, §14.10, §14.20, **14.10, 14.12**
 - Defined, §2.1.5(2), **2.3**
 - Duration, §14.12, **14.10**
 - General Provisions, §14.7, **14.8**
 - Layoff, §14.13, §21.2.1(3), §21.10, **14.11, 21.3, 21.8**
 - Municipal Railway Employees, §14.16, **14.11**
 - No Preference for Permanent Appointment, §14.7.6, **14.8**
 - Rights of Employees, Restrictions, §14.15, **14.11**
 - Rules Governing, §14.19, **14.12**
 - Selection, §14.11, **14.10**
 - Seniority, Defined, §2.26.3, **2.7**
 - Termination of, §14.14, **14.11**

NOTE: The lightface numbers refer to Rules Section numbers; the boldface numbers refer to page numbers.

APPOINTMENTS

Non-Civil Service, Authority for, §14.6, **14.7**
Defined, §2.1.5(1), §14.22, **2.2, 14.13**
Duration, §14.6.1, **14.7**
General Provisions, §14.6, **14.7**
Layoff, §21.9, **21.8**
Notification of Employee Organizations, §14.6.5, **14.7**
Pending Canvassing of Eligible List, §14.24, **14.14**
Restriction and Compensation, §14.25, **14.14**
No Preference for Permanent Employment, §14.7.6, **14.8**

Permanent Civil Service

Defined, §2.1.1, §14.2, **2.2, 14.2**
Method of, §14.3, **14.3**

Probationary, Defined, §2.1.2, **2.2**

Provisional

Limited Tenure, Defined, §2.1.5(2), **2.3**
Non-Civil Service, Defined, §2.1.5(2), **2.2**
Provisional, defined, §2.1.4, §2.1.5, **2.2**
Separation upon Expiration of Position, §14.9, **14.9**

Reappointment after Resignation, §14.30, **14.17**

Reinstatement

Following Transfer, §14.28, **14.16**
To former Classification, §14.27, **14.15**

Report of, §14.1.1, **14.2**

Severely Disabled, §15, **15.2**

Successive Probationary Rule §17.6, **17.5**

Temporary, §14.4, **14.3**

Defined, §22.1.3, §14.4.1, **2.2, 14.3**
Expiration of, §14.4.2, **14.4**
Validation of, §14.1.2, **14.2**

Transfer (See "Transfers")

AS-NEEDED EMPLOYMENT, (See Position)

APPRENTICESHIP POSITIONS, §11.36.6, **11.23**

APPRENTICESHIP PROGRAM

Craft Committees, §X24.06, **X24.3**

Dispute Resolution, §X24.07, **X24.3**

NOTE: The lightface numbers refer to Rules Section numbers; the **boldface** numbers refer to page numbers.

APPRENTICESHIP PROGRAM (cont.)

Duties

Apprentices, §X24.05, **X24.3**

Employers, §X24.04, **X24.3**

Participating Crafts, §X24.04, **X24.3**

Joint Apprenticeship Committee

Functions, §X24.03, **X24.2**

Organization & Overall Purpose, §X24.02, **X24.1**

Purpose and Policy, §X24.01, **X24.1**

ASSAULT PAY (See Leaves with Pay; Battery, Injuries due to)

ASSIGNMENTS, TEMPORARY OUT-OF-CLASS, §9.9, **9.5**

Appeals, §9.10.3, **9.6**

Pay Provisions, §9.10, **9.6**

AUTOMATIC RESIGNATION, §22.11, **22.16**

- B -

BATTERY, EMPLOYEES INJURED BY, §20.15, **20.10**

BEREAVEMENT LEAVE, §20.7.3, **20.5**

BUDGET, CIVIL SERVICE DEPARTMENT, §4.4.6, **4.3**

BULLETIN BOARD, OFFICIAL, DEFINED, §2.4, **2.3**

- C -

CERTIFICATION

Change of Address, §13.7, **13.16**

Certification of Eligibles

Establishment of Certification Rule, §13.3.5, **13.11**

Expansion of Certification Rules, §13.2.3, **13.5**

Rule of List, §13.7, **13.16**

Rule of One, §13.3.4, **13.10**

Rule of Three Scores, §13.2.2, **13.4**

Rule of Three or More Scores, §13.3.3, **13.9**

Selective Certification, §13.3.6, **13.12**

Date, Defined, §2.5, **2.3**

NOTE: The lightface numbers refer to Rules Section numbers; the **boldface** numbers refer to page numbers.

CERTIFICATION (cont.)

- Effect of Failure to Respond, §13.5, **13.13**
- Response Period, Rule §13.4, **13.13**
- Extensions, §13.4.3, **13.13**
- Notice of Certification, §13.4.2, **13.13**
- Notice of Inquiry, §14.4.1, **14.4**
- Requisitions, §13.1, **13.2** (See also Requisitions)
- Supplementary, §13.3.3(4), **13.10**
- Waivers, §13.6, **13.16** (See also Waivers)

CHANGE OF ADDRESS, §810.12, §13.7, 10.6, 13.16**CHARTER, defined, §2.6, 2.4****CHEATING ON EXAMINATIONS, §11.9, 11.4****CHILD - ILLNESS OR MEDICAL APPOINTMENT OF, §20.7.5, 20.6****CHILDCARE LEAVE, §20.33, 20.30****CITY, defined, §2.7, 2.4****CIVILIAN SERVICE IN THE NATIONAL INTEREST, §20.31, 20.29****CIVIL SERVICE COMMISSION**

- Commission, defined, §2.12, **2.4**
- Commissioner, defined, §2.13, **2.4**
- Duties of Executive Officer, §4.4, **4.2**
- Duties of President & Vice President, §4.2, **4.2**
- Election of President & Vice President, §4.1, **4.2**
- Executive Officer, §4.3, **4.2**
- Meetings (See Meetings, Civil Service Commission)
- Rules (See Rules)

CLASSIFICATION (See also Position Classification Plan)

- Appeal of Classification Action, §9.7, **9.4**
- Class Series and Service, §9.2, **9.2**
- Class Specification, §9.3, **9.2**
- Defined, §2.9, **2.4**
- Effect of Change on Incumbent, §9.8, **9.4**
- Of Positions, §9.1, **9.2**
- Temporary Out-of-Class Assignments, §9.9, **9.5**

CLASSIFICATION PLAN, defined, §2.10, 2.4**CLASSIFIED SERVICE, defined, §2.11, 2.4****COMMISSION, defined, §2.2, 2.4****COMMISSIONER, defined, §2.13, 2.4**

NOTE: The lightface numbers refer to Rules Section numbers; the boldface numbers refer to page numbers.

COMPULSORY SICK LEAVE, §20.22, 20.15

COMMITTEES (See Standing and Special Committees)

COMMUNICATIONS

Requiring CSC Action, §5.7.1A, **5.4**

Not Requiring CSC Action, §5.7.2, **5.4**

CONDITIONAL WAIVER, §13.6.3, 13.14

CONFLICT OF INTEREST

Additional Part-time Employment, §18.2, **18.2**

Charter Restriction, §18.1, **18.1**

Human Resources Director, Authority to Act, §18.5, **18.5**

General Provisions, §18.2, 18.3, **18.2, 18.3**

Penalties for Violation of Rule, §18.4, **18.5**

COURT DECISION, ACTION ON ADVERSE, §1.06, 1.8

- D -

DEFINITIONS OF TERMS USED IN CSC RULES, §2.1-2.30, 2.2-2.8

DEPARTMENT, defined, §2.14, **2.4**

DEPARTMENT OF HUMAN RESOURCES, defined, §2.15, **2.5**

DISABLED (See Severely Disabled)

DISABILITY, §3.1.9, **3.3**

DISABILITY LEAVE, §20.23, **20.16**

DISABILITY TRANSFERS (See Transfers)

DISCIPLINARY ACTION (See Separation)

DISMISSAL (See Separation)

DISCRIMINATION COMPLAINTS, §3.3, 3.4

Filing, §3.3.1, **3.4**

Procedures, §3.3.3, **3.5**

Purpose, §3.3.1, **3.4**

Responsibility, §3.3.2, **3.5**

Retaliation, §3.1.10, **3.4**

NOTE: The lightface numbers refer to Rules Section numbers; the **boldface** numbers refer to page numbers.

- E -

EDUCATIONAL LEAVE, §20.30, 20.28

ELIGIBLE, defined, §2.16, 2.5

ELIGIBLE LIST

Adoption Date, §12.3, §12.11, **12.3, 12.5**

Appeals, §12.9, **12.5**

Apprenticeship Rosters as, §11.6, §11.36.6, **11.3, 11.23**

Cancellation, §12.4, **12.3**

Canvassing of (See Certification)

Clerical Errors, §12.17.4, **12.8**

Continuous, §12.1.2, **12.2**

Defined, §2.17, **2.5**

Discrete, §12.1.1, **12.2**

Duration of, §12.1.3, **12.2**

Automatic Expiration, §12.29, **12.12**

Eligibility on Continuous Lists, §12.2.2, **12.3**

Extension, §12.3, **12.3**

Tenure of, §12.28, **12.12**

Effect of Classification Changes, §9.8, **9.4**

Eligibility Pending Final Action on Separation, §22.2, **22.4**

Establishment of, §11.36.8, §12.14, **11.23, 12.7**

Holdovers on, §12.16.2, **12.7**

Inspection of Papers, §12.8, §12.9, §12.10, §12.22, **12.4, 12.5, 12.10**

Maintenance by CSC, §14.18, **14.11**

Maintenance of Eligibility, §12.3, §12.16, **12.3, 12.7**

Merging, §12.5, **12.4**

Near Lists, §2.21, 14.21, **2.5, 14.13**

Pending CSC Action on Termination, §22.2, **22.4**

Pending Results of Protests, §12.17, **12.8**

Posting Period, §12.7, §12.17.1, §12.20, **12.4, 12.8, 12.10**

Duration of, §12.21, **12.10**

Priority of, §12.6, §12.15, **12.4, 12.7**

Promotive, §12.6, §12.16, **12.4, 12.7**

Protests, §10.11, §12.11, §12.17, **12.5, 12.8**

Disposition of, §12.26, **12.11**

Status of Eligibles Pending Resolution, §12.11.2, §12.27, **12.5, 12.11**

NOTE: The lightface numbers refer to Rules Section numbers; the boldface numbers refer to page numbers.

ELIGIBLE LISTS (cont.)

Rule of One, §13.2.1, §13.3.2, **13.4, 13.9**

Rule of Three Scores, §13.2.2, **13.5**

Rule of Three or More Scores, §13.3.3, **13.9**

Waivers, §13.6, **13.16** (See Waivers)

EMPLOYEE ORGANIZATION OFFICER, LEAVE FOR, §20.32, 20.29

EMPLOYEE RELATIONS - GRIEVANCE PROCEDURE (See Grievance)

EMPLOYEE RECOGNITION ELECTIONS, (See Employer-Employee Rel. Ord., Rules)

EMPLOYEE-EMPLOYER RELATIONS ORDINANCE, RULES RELATED TO

Authority, §7.1, **7.3**

Ballots

Amendment of, §7.12, **7.6**

Challenged, §7.17, **7.8**

Content of, §7.11, **7.6**

Custody and Control of Challenged §7.18, **7.8**

Mail, §7.13, **7.7**

Decertification Petition, §7.4, **7.4**

Definitions, §7.2, **7.4**

Elections, §7.8, **7.5**

Election Agent, §7.6, **7.5**

Election, Holding of §7.6, **7.5**

Election Notice, §7.14, **7.7**

Election Results, §7.19, §7.21, **7.5**

Objections, §7.20, **7.9**

Eligible Voters, §7.8, §7.9, §7.10, **7.5, 7.6**

Investigations, §7.22, **7.9**

Notice of, §7.14, §7.15, **7.7**

Objections, Filing of, §7.20, **7.9**

Observers, §7.16, **7.7**

Pre-Election Conference, §7.7, **7.5**

Proof and Verification of Employee's Approve, §7.5, **7.4**

Recognition, §7.21, **7.9**

Report of Result, §7.19, **7.8**

Request for Recognition, §7.3, **7.4**

Unfair Labor Practice Charge (See Unfair Labor Practice Charges)

Unit Designations, §7.8, **7.5**

NOTE: The lightface numbers refer to Rules Section numbers; the boldface numbers refer to page numbers.

EMPLOYMENT, ADDITIONAL (See Conflict of Interest)

EQUAL EMPLOYMENT OPPORTUNITY, §3.1, 3.2

Affirmative Action

Policy §3.1.3, **2**

Plan Requirement §3.1.4B, **3.2**

Analysis of Workforce, §3.2, **3.4**

Disabilities, Employment of Persons with §3.1.9, **3.3**

Discrimination Complaints, §3.3, **3.4** (See also Discrimination)

Appeal of Human Resources Director's Decision, §3.3.4, **3.5**

Procedures, §3.3.3, **3.5**

Purpose, §3.3.1, **3.4**

Employment of Persons with AIDS, HIV, and AIDS-related Conditions, §3.1.6, **3.3**

Federal Guidelines Incorporation, §3.4, **3.5**

Language Diversity Policy, §3.1.5, **3.3**

Policy, §3.1.1, **3.1**

Retaliation, Prohibition of §3.1.10, **3.4**

Sexual Harassment, Prohibition of §3.1.7, **3.3**

Slurs, Prohibition of §3.1.8, **3.3**

EXAMINATIONS

Adequacy of, §11.7, §11.36.7, §X9D.05, **11.3, 11.22, X9D.2**

Announcements

Amendment of, §10.6, **10.4**

Correction of, §10.6, **10.4**

Defined, §11.18, **11.10**

Distribution of, §10.17, **10.8**

Protests of, §11.19, **11.10**

Reissuance of, §10.5, §11.20, **10.3, 11.10**

Appeal of Action of General Manager, Personnel, §5.12, **5.5**

Applicant, §10.7, **10.5**

Change of Address, §10.12, §10.22, **10.6, 10.8**

Defined, §10.8, **10.5**

False Statements of, §11.9, §10.20, **11.4, 10.8**

Fire Department, §10.25, **10.10**

Means of Identification, §11.24, **11.12**

Names not to be made public, §10.14, **10.6**

Police Department, §10.26, **10.10**

Promotional, §11.34, §11.22, **11.19, 11.11**

Qualifications of, §10.9, §10.15, §10.24, **10.5, 10.7, 10.10**

NOTE: The lightface numbers refer to Rules Section numbers; the **boldface** numbers refer to page numbers.

EXAMINATIONS (cont.)

Applications

Custody of, §10.13, §10.19, **10.6, 10.8**

Time for Filing, §10.16, **10.7**

Charter Authority, §11.17, **11.10**

Cheating, §11.9, §11.25, **11.4, 11.12**

Copying of Examination Questions, §11.10, §11.26, **11.4, 11.12**

Cost, §11.5, §11.36.2, **11.3, 11.22**

Employees on Military Leave, for, §X9D.02, **X9D.1**

Examiners, §11.36.3, **11.22**

Fire, Promotional, §11.34, §11.45, §11.47, **11.19, 11.27, 11.29**

Funding for, §14.26, **14.14**

Identification, Means of, §11.24, **11.12**

Inspection Documents included, §12.23, **12.10**

Fee for, §12.22, **12.10**

Of Papers by Unsuccessful Candidates, §11.13, §11.31, **11.5, 11.14**

Of Rating Key by Review Committees, §11.12, §11.29, **11.5, 11.13**

Of Rating in Qualifications Appraisal Interviews, §11.15, §11.33.3, **11.8, 11.18**

Mandate for, §14.26, **14.14**

Medical (See Medical Examinations)

Notice of, §10.2, §10.3, §10.17, §10.18, §10.28, **10.3, 10.8, 10.11**

Official Time Period, §11.21, **11.10**

Oral Interviews and Other Selection Tests

Challenge of Board Members, §11.33.2, **11.18**

Definition §11.14, **11.6**

Inspection of Ratings, §11.15, §11.33.3, **11.8, 11.17**

Procedures and Practices, §11.14.1, §11.33.1, **11.6, 11.15**

Rules Governing, §11.14.1, §11.33.1, **11.6, 11.15**

Passing Mark, §11.8, §11.30, §11.36.8, **11.3, 11.14, 11.23**

Police Promotional, §11.34, §11.45, §11.46, **11.21, 11.27, 11.28**

Prohibition of Political, Religious or Fraternal Questions, §11.36.10, **11.23**

NOTE: The lightface numbers refer to Rules Section numbers; the boldface numbers refer to page numbers.

EXAMINATIONS (cont.)**Promotional**

Applicants, §11.22, **11.11**

Notice of, §10.3, §10.17, **10.3, 10.8**

Seniority in Police and Fire Departments, §11.34, **11.19**

Rating

In Interviews, §11.14, §11.33, **11.6, 11.15**

In Police and Fire Department, §11.34, **11.19**

Rating Keys

Changes in, §11.11.2, §11.37.4, **11.4, 11.24**

Continuous Examinations, §11.11.4, §11.37.2, **11.5, 11.24**

Inspection by Participants, §11.11, §11.37.1, **11.4, 11.24**

Inspection by Review Committee, §11.12, **11.5**

Protest of, §11.11.3, **11.4**

Recruitment of Applicants, §10.7, §10.27, **10.5, 10.10**

Requirement to Conduct, §11.3, §11.35, §11.36.1, **11.2, 11.21, 11.22**

Unauthorized Material, §11.9, §11.25, **11.4, 11.12**

Veterans' Preference, §11.32, §11.38, §11.43, **11.15, 11.25, 11.26** (See Veteran's Preference)

Written Examinations §11.11, §11.37, **11.4, 11.24**

EXCHANGE, TEMPORARY, FOR TRAINING PURPOSES, §X27.01, X27.1

EXECUTIVE ASSISTANT (See Executive Officer)

EXECUTIVE OFFICER, §4.3, 4.2

Duties, §4.4, **4.2**

EXECUTIVE SESSION, §12.18, §5.5, 2.5, 5.3

EXEMPT APPOINTMENT OF SEVERELY DISABLED, (See Severely Disabled)

EXEMPT APPOINTMENT, §14.45, 14.29

EXEMPT EMPLOYEES

Exclusions from Civil Service Appointment, §14.45, **14.29**

Leaves of Absence For, §20.1.8, **20.3**

Military Leave, §20.25.12, **20.22**

EXEMPT POSITIONS, defined, §2.23.4, 2.6

- F -

FALSE STATEMENTS BY APPLICANTS, §11.9, §10.20, 11.4, 10.8

FAMILY CARE LEAVE, §20.33, 20.30

FLEXIBLE STAFFING

Authorization, §11.16, **11.9**

Requisitions, §13.1.6, **13.3**

FURLOUGHS, §20.28.3, 20.24 (See Leaves)

Fair Labor Standards Act, §20.28.5, **20.26**

NOTE: The lightface numbers refer to Rules Section numbers; the boldface numbers refer to page numbers.

-G-

GENDER IDENTITY §13.1.2, §11.1.1, 3.2, 11.2

GRIEVANCE

Arbitration, §X18.03F, **X18.3**

Definitions, §X18.02, **X18.1**

Exclusions from Grievance Procedure, §X18.02, **X18.1**

Procedure, §X18.03, **X18.2**

Scope and Principles of Procedures, §X18.01, **X18.1**

Steps, §X18.03B-X18.03E, **X18.2**

- H -

HEARINGS (See also Meetings and Separations)

Commissioner's Request for, §5.7.3, **5.4**

Procedure, §5.19, **5.37**

Termination Hearing Procedures, §22.1, **22.2**

HEARING OFFICERS

American Arbitration Association, §22.7.3, **22.8**

Challenge of, §22.7.5, **22.9**

Costs, §22.7.9, **22.11**

Decision, §22.7.7, **22.11**

Evidence to be Considered, §22.7.6, **22.10**

Notification of Decision, §22.7.8, **22.11**

Selection, §22.7.4, **22.9**

Sources, §22.7.3, **22.8**

HOLIDAY LEAVE, §20.35, 20.31

HOLDOVER

Eligible List, §12.16.2, **12.7**

Return to Duty, §12.30, **12.13**

Roster, §12.30, **12.13**

Status, §12.30, **12.13**

HUMAN RESOURCES DIRECTOR, §2.19, 2.5

HUMAN RIGHTS COMMISSION, §3.1.4, 3.2

NOTE: The lightface numbers refer to Rules Section numbers; the **boldface** numbers refer to page numbers.

- I -

INQUIRY, NOTICE OF, §13.4.1, **13.13** (See also Certification)
INTERVIEWS, ORAL AND OTHER SELECTION TEST, §11.14, **11.6**
INVOLUNTARY LEAVE OF ABSENCE, §20.37, **20.31** (See also Layoff)

- J -

JOINT APPRENTICESHIP COMMITTEE, (See Apprenticeship Program)
JURY DUTY, §20.34, **20.31**

- L -

LANGUAGE, DIVERSITY POLICY, §3.1.5, **3.3**
LAST CHANCE AGREEMENT, (Voluntary Resumption of Probationary Status), §17.6, **17.5**
LAYOFF
 Apprenticeship Programs, §21.2.5, **21.4**
 Authority, §21.1, **21.2**
 Defined, §2.20, **2.5**
 Entrance Appointees, §21.14, §21.18, **21.11, 21.13**
 Exceptions to Order of Layoff, §21.7, **21.6**
 Five Year Rule, §21.13.2(1), **21.11**
 Higher Class Not Filled by Promotional Examination, §21.18, **21.13**
 Holdover Status and Return to Duty, §12.30, **12.13**
 Exception to Rank Order, §12.30.1(8), **12.14**
 General Requirements, §12.30.1, **12.13**
 Permanent Employees, §12.30.3, **12.13**
 Probationary Employees, §12.30.3, **12.13**
 Promotive Eligible Lists, §12.12, **12.5**
 Return to Duty, §12.30.3, **12.13**
 Temporary Employees, §12.30.2, **12.13**
 Termination, §12.30.3(8), **12.14**
 Involuntary Leave of Absence, §20.37, **20.31**
 Limited Tenure Appointees, §21.10, **21.9**
 Limited Term Transfers, §14.37.3, **14.23**

NOTE: The lightface numbers refer to Rules Section numbers; the **boldface** numbers refer to page numbers.

LAYOFF (cont.)

Non-Civil Service Appointees, §21.9, **21.8**

Order of Layoff, §21.5, §21.6, **21.6, 21.6**

Exceptions to, §21.7, **21.6**

Permanent Appointees, §21.13 **21.11**

Probationary Appointees, §21.12, **21.10**

Probationary Period Required

Permanent Appointees, §17.3.3, §17.10.3, §21.15, **17.3, 17.7, 21.12**

Promotive Appointees, §17.3.3, §17.9, §21.19, **17.3, 17.7, 21.13**

Permanent Holdovers, §12.30.3, **12.15**

Promotive Appointees, §21.17, **21.12**

Provisional Appointees §21.8, **21.8**

Reinstatement From Entrance Appointment, §21.14, **21.11**

Return to Duty, §21.30, **12.13**

Exceptions to, §21.30.1(8), **12.14**

Seniority

Defined, §2.26, §21.2, **2.7, 21.3**

For Apprenticeship Programs, §21.2.5, **21.4**

Rosters, §21.4, **21.5**

Ties, §21.3, **21.4**

Upon Reinstatement, §21.16, §21.19, **21.12, 21.13**

Temporary Appointees from List, §21.11, **21.9**

Transferees, §12.30.3(7), **12.16**

Two-Step Promotion, §21.17.4, **21.13**

LEAVES OF ABSENCE

Abridgment, §20.1.5, **20.3**

Absences From Duty Without Leave, §22.10, **22.16**

Appeal Procedures, §20.40, **20.33**

Assault (See Battery)

Battery, Leave Due to, §20.15, **20.10**

Break in Service, §20.1.11, §20.8.2, **20.3, 20.7**

Civilian Service in National Interest, For, §20.31, **20.29**

Compulsory Sick Leave, §20.7.6, §20.22, **20.6, 20.15**

Continuous Service, Effect on, §20.11, **20.8**

Definitions, §20.1.1, **20.2**

NOTE: The lightface numbers refer to Rules Section numbers; the **boldface** numbers refer to page numbers.

LEAVES (cont.)

- Denial of, Appeal Procedures, §20.40, **20.33**
- Disability Leave, §20.23, **20.16**
- Educational Leave, §20.30, **20.28**
- Employee Organization Officer or Rep., Leave as a, §20.32, **20.29**
- Exempt Appointees, §20.1.8, **20.3**
- Extension, §20.1.5, **20.3**
- Family Care, §20.33, **20.30**
- Five Days or More, §20.1.3, **20.2**
- Furloughs, §20.28.3, **20.24**
- General Requirements, §20.1, **20.2**
- Holiday Leave, §20.35, **20.31**
- Involuntary Leave, §20.37, **20.32**
- Jury Duty, §20.34, **20.31**
- Military Leave, §20.25, **20.19**
 - Authority, §20.25.1, **20.19**
 - Eligibles on Lists, §20.25.9, §20.25.10, **20.21, 20.21**
 - Exempt Employees, §20.25.12, **20.22**
 - Permanent Appointees, §20.25.5, **20.20**
 - Probationary Appointees, §20.25.8, **20.20**
 - Promotive Examinations for Employees on, §X9D, **X9D.1**
 - Proof of Duty, §20.25.6, **20.20**
 - Salary, §20.25.7, **20.20**
 - Time of Peace, §20.25.4, **20.19**
 - Time of War, §20.25.2, §20.25.3, **20.19, 20.19**
 - Written Examinations, §20.25.11, **20.21**
- Other City and County Position, Leave for, §20.29, **20.28**
- Over Five Days, §20.1.3, **20.2**
- Personal Leave, §20.39, **20.32**
- Probationary Period, Leave During, §20.1.7, **20.3**
- Religious, §20.38, **20.32**
- Requests
 - Approved Required, §20.1.2, **20.2**
 - Maintenance of, §20.1.4, **20.2**
 - Over Five Days, §20.1.3, **20.2**
- Sea Duty Leave, §20.27, **20.22**

NOTE: The lightface numbers refer to Rules Section numbers; the **boldface** numbers refer to page numbers.

LEAVES (cont.)

Sick Leave

Abridgment of, §20.6, **20.5**Bereavement, §20.7.3, **20.5**Child, Illness or Medical Appointment of, §20.7.5, **20.6**

Compulsory

Definition, §20.7.6, **20.6**General Provisions, §20.22.1, **2.13**Definitions, §20.7, **20.5**Disability Leave, §20.23, **20.16**Eligibility, §20.2, **20.4**Exclusions from, §20.3, **20.4**Maternity, §20.7.4, **20.6**Medical Reasons, §20.7.1, **20.5**Quarantine, §20.7.2, **20.5**Retirement Automatically Terminates, §20.5, **20.4**Verification of, §20.4, **20.4**With Pay, §20.8, **20.7**Appeal of Denial, §20.16, **20.10**Battery, Injuries due to, §20.15, **20.10**Conversion from Days to Hours, §20.14, **20.9**

Credits

Calculation of, §20.12, **20.8**Disbursement of, §20.13, **20.9**Maximum Accumulation of Credits, §20.9, **20.7**Vested, §20.17, **20.10**Eligibility for, §20.8.1, **20.7**Nurses, §20.13.2, **20.9**Prohibition Against Employment While on, §20.11, **20.8**Restrictions, §20.10, **20.8**Supplement to State Disability Ins., §20.24.2, **20.17**

Without Pay

Eligibility for, §20.18, **20.13**Employment While On, §20.21, **20.14**Permanent Employees, §20.20, **20.13**Provisional Employees, §20.19, **20.13**Temporary Employees, §20.19, **20.13**

NOTE: The lightface numbers refer to Rules Section numbers; the **boldface** numbers refer to page numbers.

LEAVES (cont.)

State Disability Insurance, §20.24.2, **20.17**
Supplemental Disability Credits, §20.23.2, **20.16**
To Accept Other City and County Position, §20.29, **20.28**
Unauthorized, §22.10, §22.11, **22.16**
Vacation Leave, §20.36, **20.31**
Voluntary Unpaid time Off, §20.28.1, **20.24**
War Effort Leave, §20.25, **20.19**
Witness or Jury Duty Leave, §20.34, **20.31**

LIMITED TENURE APPOINTMENT (See Appointments)

LIMITED TERM TRANSFER, §14.37, **14.22**

LISTS (See Eligible List)

LITIGATION, §1.6, **1.3**

-M-**MEDICAL EXAMINATIONS**

Application for Reexamination, §16.4, **16.3**
Appointee's Appeal of Rejection, §16.5, **16.3**
Of Employees, §16.1, **16.2**
Rejection, §16.3, **16.2**
 Appeal of, §16.4, §16.5, **16.3**
 Effect of, §16.3, **16.3**
Request of Appointing Officer, §16.2.1, §20.4, **16.3, 20.4**
Requirement for Appointees, §16.4, **16.2**

MEETINGS, CIVIL SERVICE COMMISSION (See Also Hearings)

Adjourned, Regular, §5.2, **5.2**
Adjournment Before 5:30 p.m., §5.1.4, **5.2**
Changes in Time or Place of, §5.1.2, **5.2**
Executive Session
 Defined, §2.18, **2.5**
 Reasons for, §5.5, **5.3**
Holidays and, §5.1.3, **5.2**
Matters to be Heard, §5.18, **5.6**
Minutes of, §5.6, **5.3**
Moot Questions, §5.14, **5.6**

NOTE: The lightface numbers refer to Rules Section numbers; the boldface numbers refer to page numbers.

MEETINGS, CIVIL SERVICE COMMISSION (cont.) (See Also Hearings)

Motions by Commissioner, §5.9, **5.4**
Notification of CSC Action, §5.18, **5.6**
Out of Order Items on CSC Agenda, §5.16, **5.6**
Postponement of Calendared Items, §5.17, **5.6**
Procedure, §5.19, **5.7**
Public, §5.14, **5.6**
Quorum, §5.8, **5.4**
Reconsideration of Action Taken, §5.13, **5.6**
Regular, §5.1.1, **5.2**
Roll Call Vote, §5.10, **5.4**
Rules of Order, §5.15, **5.6**
Second of Motion, §5.8, **5.4**
Special, §5.3, **5.2**
Tie Vote, §5.11, **5.4**
Voting Requirement for, §5.21, **5.8**
Written Report, Requirement for, §5.20, **5.8**
Submission of, §5.22, **5.8**

MILITARY LEAVE, §20.25, 20.19 (See Leaves of Absence)

MINUTES OF CSC MEETINGS, §5.6, 5.3

MOOT QUESTION, §5.14, 5.6

MUNICIPAL RAILWAY TRUST FUND (See Trust Fund, Transport Workers Union)

- N -

NEAR LISTS, §14.21, 14.13

NON-CIVIL SERVICE APPOINTMENT (See Appointments)

NOTE: The lightface numbers refer to Rules Section numbers; the boldface numbers refer to page numbers.

-O-

OFFICERS, CIVIL SERVICE COMMISSION

President and Vice President, §4.1, **4.2**

Duties, §4.2, **4.2**

OUT-OF-CLASS ASSIGNMENT (See Temporary Out-of-Class Assignment)

OUT OF ORDER ITEMS ON CSC AGENDA, §5.16, **5.6**

OVERTIME

Computation, §X31.01B, **X31.1**

Definition, §X31.01A, **X31.1**

Executive, Administrative, or Professional Employees, §X31.03, **X31.1**

Cash payments for, §X31.03D, **X31.2**

Compensatory Time of, §X31.03A, §X31.03C, **X31.1**

Finality of Appointing Officer's Decision, §X31.03F, **X31.2**

Supplement SDI, §X31.03E, **X31.2**

Transfer between departments, §X31.03B, **X31.1**

Part-time Employees, §X31.02, **X31.1**

- P -

PART-TIME

Additional (See Additional Part-time Employment)

Advancement from, §14.8, **14.8**

Definition, §2.22, **2.5**

Position, defined, §2.23.3, **2.6**

Waiver of, §13.6.2, **13.14**

PERSONAL LEAVE, §20.39, **20.32**

PERSONNEL SERVICE RECORDS, §X30.01, **30.1**

PERMANENT APPOINTMENT, defined, §2.1.1, **2.2** (See Appointments)

POSITION

Advancement from Part-time, §14.8, **14.8**

As-Needed, defined, §2.23.6, **2.6**

Exempt, defined, §2.23.4, **2.6**

Part-time, defined, §2.23.3, **2.6**

Permanent, defined, §2.23.5, **2.6**

School term, defined, §2.23.2, **2.6**

Temporary, defined, §2.23.2, **2.6**

NOTE: The lightface numbers refer to Rules Section numbers; the boldface numbers refer to page numbers.

POSITION CLASSIFICATION PLAN (See also Classification)

Administration of, §9.5, **9.3**

Amendments to, §9.6, **9.3**

Official Copy, §9.4, **9.3**

POST, defined, §2.24, **2.6**

POSTPONEMENT OF CALENDARED MATTERS, §5.17, **5.6**

PRESIDENT, CIVIL SERVICE COMMISSION, (See Administration)

Duties, §4.2.1, **4.2**

Election of, §4.1, **4.2**

PROBATIONARY APPOINTMENT, defined, §2.1.2, **2.2**

PROBATIONARY PERIOD

Appointments Subject to, §17.2, **17.2**

Certification of Competency, §17.5, **17.5**

Disability Transfer, §14.34, **14.18**

Duration, §17.3, §17.10, **17.3, 17.7**

Extension of, §17.4, §17.11, **17.4, 17.8**

Following Layoff, §17.3.3, §17.10.3, **17.3, 17.7**

Following Termination- Prom. Prob. Appmt., §17.14.4, §17.2, §17.9, **17.10, 17.2, 17.7**

Limited Term Transfer, §14.37.5, **14.24**

Purpose, §17.1, §17.7, **17.2, 17.6**

Report of, §17.5, §17.12, **17.5, 17.8**

Requirement for, §17.1, §17.17, **17.2, 17.13**

Sick Leave, §20.1.7, **20.3**

Status Transfers, §9.19, **9.11**

Successive Probationary Appointment, §17.4.7, **17.4**

Termination During (See Separation)

Transfer of Function, §14.36, **14.22**

Voluntary Resumption, §17.6, **17.5**

PROCEDURE FOR COMMISSION HEARINGS, §5.19, **5.7**

PROMOTIONS (See Examination and Eligible List)

PROVISIONAL APPOINTMENTS, defined, §2.1.4, **2.2** (See Appointments)

PUBLIC MEETINGS, §5.4, §X23.03, **5.3, X23.1**

PURPOSE OF CIVIL SERVICE RULES, §1.2, **1.2**

- Q -

QUALIFICATIONS OF APPLICANTS, §10.9, §10.15, **10.5, 10.7** (See Also Examinations)

QUORUM, §5.8, **5.4**

NOTE: The lightface numbers refer to Rules Section numbers; the **boldface** numbers refer to page numbers.

- R -

RATING, INSPECTION OF, (See Examination)

RATING KEYS, (See Examination)

REAPPOINTMENT AFTER RESIGNATION, §14.30, **14.17**

Credit for Prior Service, §14.30.6, **14.17**

Restrictions on, §14.31, **14.17**

RECONSIDERATION OF COMMISSION ACTION, §5.13, **5.6**

REDUCTION IN FORCE, (See Layoff)

REEMPLOYMENT REGISTERS, §17.13.2, §17.14.3, §22.5.2(4), **17.9, 17.10, 22.6**

REIMBURSEMENT OF ACCUMULATED UNUSED SICK, §20.17, **20.11**

LEAVE WITH PAY (See Leaves of Absence)

REIMBURSEMENT PROGRAM, (See Tuition Reimbursement)

REINSTATEMENT

Following Permanent Appointment in Another Class, §14.27.1 **14.15**

Following Layoff

From Entrance Appointment, §21.14, **21.11**

From Promotive Appointment, §21.17, **21.13**

From Higher Class Not Filled by Promotional Examination, §21.18, **21.13**

Following Transfer, §14.28, **14.16**

Promotive Probationary Employees, §14.27.2, **14.15**

Restrictions on, §14.31, **14.17**

Seniority Following, §14.27.3, §14.28, **14.16**

RELIGIOUS LEAVE, §20.38, **20.32**

REQUIREMENT TO CONDUCT EXAMINATION, §11.3, **11.2**

REQUISITIONS, PERSONNEL

Cancellation, §13.13, **13.2**

Flexible Staffing, §13.1.6, **13.3**

Priority of, §13.1.4, **13.2**

Requirement for, §13.1.1, **13.2**

Separate or Group, §13.1.2, **13.2**

Temporary, §13.1.5, **13.2**

RESIGNATION

Automatic, §22.11, **22.16**

Certification and Disposition, §19.2, **19.2**

Effective Date, §19.3, **19.2**

Form, §19.1, **19.2**

NOTE: The lightface numbers refer to Rules Section numbers; the boldface numbers refer to page numbers.

RESIGNATION (cont.)

Services Satisfactory

Permanent Employees, §19.4, **19.2**Probationary Employees, §19.5, **19.2**Temporary Employees, §19.5, **19.2**

Services Unsatisfactory

Appointing Officer, Action, §22.9.2, **22.13**Commission Review, §22.9.5, **22.14**Failure to Request Review, §22.9.6, **22.14**Hearing Procedures, §22.9.7, **22.15**Notice of Proposed Action, §22.9.1, **22.13**Notification to Employee, §22.9.3, **22.13**Report Requirement, §22.9.4, **22.13**Waiver of Employment, §22.9.8, **22.15**When No Written Notice, §19.6, **19.3****RETIREMENT**Effect on Sick Pay Balance, §20.5, **20.4****ROBERT'S RULES OF ORDER, §5.15, 5.6****ROLL CALL VOTE, §5.10, 5.4****RULE OF ONE, §13.2.1, §13.3.2, 13.4, 13.9****RULE OF THREE SCORES, §13.2.2, §13.8, 13.4, 13.17****RULE OF THREE OR MORE SCORES, §13.3.3, 13.9****RULE OF THE LIST, §13.3.4, 13.10****RULES, CIVIL SERVICE COMMISSION**Administrative Code, Conflicts with, §1.4.3, **1.2**Amendment of, §1.5, **1.3**Authority for, §1.1, **1.2**Conflict with Administrative Code, §1.4.3, **1.2**Purpose of, §1.2, **1.2**Related to Employer-Employee Relations Ordinance, Rule, §7.1, **7.3**Requirement to Officially File, §1.7, **1.3**Severability, §1.4, **1.2**Titles, §1.4.2, **1.2**

NOTE: The lightface numbers refer to Rules Section numbers; the boldface numbers refer to page numbers.

- S -

SALARY MATTERS, APPEALS, §5.12.2, 5.5

SALARY STEP RESULTING FROM STATUS GRANT, §9.22, 9.12

SCHOOL DISTRICTS

Defined, §2.25, **2.7**

Probationary Period, §17.23, **17.17**

SCHOOL-TERM POSITION

Defined, §2.23.5, **2.6**

Advancement from, §14.8, **14.8**

SCORES

Rule of Three, §13.2.2, §13.8, **13.4, 13.17**

Rule of Three or More, §13.3.3, **13.9**

SCHOOL DISTRICTS, defined, §2.25, 2.7

SECOND OF MOTION, §5.9, 5.4

SELECTIVE CERTIFICATION, §13.3.6, 13.12

SENIORITY

Apprenticeship Program, for Layoff, §21.2.5, **21.4**

Citywide for Layoff Purposes, §21.21, **21.15**

Defined, §2.26, **2.7**

Departmental, defined, §2.26.4, **2.7**

Following Layoff, §21.16, **21.12**

Following Limited Term Transfer, §14.37.8, **14.24**

Following Reappointment, §14.30.6, **14.17**

Following Reinstatement, §14.27.4, **14.16**

For Layoff Purposes, §21.2, **21.3**

Limited Tenure, defined, §2.26.3, **2.7**

Permanent, defined, §2.26.1, **2.7**

Roster, §21.4, **21.5**

Temporary, defined, §2.26.2, **2.7**

Ties in, §21.3, **21.4**

SEPARATIONS

American Arbitration Association, §22.7.3, **22.8**

Appeals of, §22.1.4, **22.3**

Effect of CSC Approval, §22.3, **22.4**

When no Appeal Filed, §22.4, **22.4**

Automatic Resignation, §22.11, **2.16**

NOTE: The lightface numbers refer to Rules Section numbers; the boldface numbers refer to page numbers.

SEPARATION (cont.)

- Dismissal of Permanent Employee, §22.7.1, **22.8**
- Effect of Commission Approval, §22.3, **22.4**
- Effect of Failure to Request Commission Review, §22.4, **22.4**
- Eligibility Status Pending Final Action, §22.2, **22.4**
- Hearing Officer
 - Challenge of Employee, §22.7.5, **2.9**
 - Costs, §22.7.9, **22.11**
 - Decision, §22.7.7, **22.10**
 - Evidence to be Considered, §22.7.6, **22.10**
 - Notification of Decision, §22.7.8, **22.11**
 - Selection Method, §22.7.4, **22.9**
 - Sources, §22.7.3, **22.8**
- Hearings
 - Automatic Resignation, §22.12, **22.17**
 - Continuances, §22.1.5, **22.3**
 - Notice of, §22.7.4 (4), §22.7.2, **22.3, 22.8**
 - Rules of Procedure, §22.1, **22.2**
- Layoff (See Layoff)
- Leaves of Absence (See Leaves of Absence)
- Resignation (See Resignation)
- Termination
 - Limited Tenure Employee, §22.6, **22.7**
 - Permanent Employee, §22.7, **22.8**
 - Probationary Employee, §17, **17.9**
 - Commission Review, §17.15.2, §17.16, **17.11, 17.12**
 - Finality of Decision, §17.15.5, **17.12**
 - Requirement for, §17.15.2, **17.11**
 - Entrance, §17.13, §17.15.3, **17.9, 17.12**
 - Procedure, §17.15.1, **17.11**
 - Promotive, §17.14, §17.15.4, **17.9, 17.11**
- Severely Disabled, §15.8, **15.4**
- Status Appointee, §9.19, **9.11**
- Temporary Employee, §22.5, **22.6**
- When Appointing Officer Neglects or Refuses to Act, §22.8, **22.12**

NOTE: The lightface numbers refer to Rules Section numbers; the boldface numbers refer to page numbers.

SERVICE, defined, §2.27, **2.7**

SEVERABILITY OF RULES, §1.4, **1.2**

SEVERELY DISABLED, EXEMPT EMPLOYMENT OF

Authority, §15.1, **15.2**

Advancement to Permanent Civil Service Status, §15.9, **15.5**

Appraisal of Qualifications, §15.4, **15.3**

Appointment, §15.6, **15.4**

Definition of Severely Disabled, §15.3, **15.2**

Designated Position, §15.2, **15.2**

Disputes, §15.11, **15.5**

Evaluation Period, §15.7, **15.4**

Performance Appraisal, §15.7, **15.4**

Termination During, §15.8.2, **15.4**

Referral to Department, §15.5, **15.3**

Resolution of Disputes, §15.11, **15.5**

Seniority, Computation, §15.10, **15.5**

SICK LEAVE (See Leaves of Absence)

SPECIAL COMMITTEES (See Standing and Special Committees)

SPECIAL MEETINGS, §15.3, **15.1**

STANDING AND SPECIAL COMMITTEES

Calling a Measure, §X23.07, **X23.2**

Chairperson, Powers and Duties, §X23.05, **X23.1**

Creation of, §X23.01, **X23.1**

Hearing and Action, §X23.06, **X23.1**

Meetings - Public, §X23.03, **X23.1**

Rules, §X23.02, **X23.1**

Subpoena Powers, §X23.08, **X23.2**

Testimony Under Oath, §X23.08, **X23.2**

Time of Meeting, §X23.04, **X23.1**

START WORK DATE, defined, §2.28, **2.8**

STATE DISABILITY INSURANCE, §20.24, **20.17**

STATUS RIGHTS

Counterparts in Former Classification, §9.16, **9.10**

Determined by Commission, §9.12, **9.8**

Disability Transfers, §9.21, **9.12**

General Principles, §9.11, **9.8**

Probationary Period, §9.19, **9.11**

Reassignment, §9.18, **9.11**

Note: The lightface numbers refer to Rules Section numbers; the **boldface** numbers refer to page numbers.

STATUS RIGHTS (cont.)

Renumbering or Retitling of Established Class, §9.13, **9.8**

Salary Step Placement, §9.22, **9.12**

Termination of Probationary Appointment, §9.19, **9.11**

Two-Level Promotional Situation, §9.15, **9.10**

Under Different Situations, §9.14, **9.9**

Waiver of, §9.17, **9.11**

SUCCESSIVE PROBATIONARY APPOINTMENT, §17.4.7, 17.4

SUPPLEMENTARY CERTIFICATION, §13.3.3(4), 13.10

- T -

TEMPORARY APPOINTMENTS (See Appointments)

TEMPORARY OUT-OF-CLASS ASSIGNMENT, §9.9, 9.5

TEMPORARY EMPLOYEE (See Employee)

TEMPORARY EXCHANGES FOR TRAINING PURPOSES, §X27.01, X27.1

TEMPORARY NEAR LISTS, (See Near List)

TERMINATION (See Separation)

THREE SCORES (See Certification)

TIE VOTE, §5.11, 5.4

TIME PERIODS, defined, §2.29, 2.8

TRAINING REIMBURSEMENT PROGRAM (See Tuition Reimbursement)

TRAINING, TEMPORARY EXCHANGES FOR, §X27.01, X27.1

TRANSFERS

Appointment by, §14.32, **14.18**

Disability, §14.34, **14.18**

Appeal of Decision of General Manager, §14.34.4, **14.19**

Certification and Appointment, §14.34.7, **14.20**

Charter Authority, §14.34.1, **14.18**

Disputes, Resolution, §14.34.8, **14.121**

Physician Certification, §14.34.3, **14.19**

Priority of Requests, §14.34.5, **14.19**

Probationary Period, §17.3.2, §17.10.2, §14.34.6, **17.3, 17.7, 14.20**

Request Form Prescribed, §14.34.2, **14.18**

Note: The lightface numbers refer to Rules Section numbers; the **boldface** numbers refer to page numbers.

TRANSFERS (cont.)

- Due to Technological Advances, §14.35, **14.21**
- From Part-time to Full-time Position, §14.33, **14.18**
- Function, §14.36, **14.22**
- General Provisions, §14.32, **14.18**
- Limited Term Transfer, §14.37, **14.22**
 - Definition, §14.37.1, **14.22**
 - Disciplinary Action, §14.37.6, **14.24**
 - Expiration and Extension, §14.37.4, **14.23**
 - Layoff, §14.37.9, **14.25**
 - Probationary Period, §14.37.5, **14.24**
 - Purpose, §14.37.2, **14.23**
 - Seniority, §14.37.8, **14.24**
 - Temporary Positions, §14.37.7, **14.24**
 - Types, §14.37.3, **14.23**

TRUST FUND, TRANSPORT WORKERS UNION, LOCAL 250-A, S.F. MUNICIPAL RAILWAY

- Audit Report, §6.9, **6.6**
- Board of Trustees, §6.4, **6.3**
 - Powers and Duties, §6.5, **6.4**
 - Protection of, §6.7, **6.6**
- Charter Provision, §6.1, **6.2**
- Determination of Benefits, §6.2, **6.2**
- Establishment of Trust Fund, §6.3, **6.3**
- Mediation and Arbitration, §6.8, **6.6**
- Vested Rights, §6.6, **6.5**

TUITION REIMBURSEMENT

- Applications, §X28.01, **X28.1**
- Educational Institution, Accreditation, §X28.04, **X28.2**
- Training for Promotion or Advancement, §X28.02, **X28.1**
- Training for Work in Present Classification, §X28.03, **X28.2**
- Who May Apply, §X28.01, **X28.1**
- Work Training Program, 20/20, §X28.05, **X28.2**

TWENTY/TWENTY (20/20) PROGRAM, §X28.05, X28.

NOTE: The lightface numbers refer to Rules Section numbers; the boldface numbers refer to page numbers.

- U -

UNAUTHORIZED ABSENCE, §22.10, 22.11, 22.16, 22.16

UNFAIR LABOR PRACTICE CHARGES

Civil Service Department Action, §7.29, 7.11

Contents of Charges, §7.26, 7.11

Definitions, §7.24, 7.10

Filing of Charge, §7.26, 7.11

Investigation of Charges, §7.24, 7.10

Time Requirement, §7.25, 7.10

Waiver of Time Requirements, §7.30, 7.12

UNPAID ADMINISTRATIVE LEAVE, §20.28, 20.23

- V -

VACATION LEAVE, §20.36, 20.31

VALIDATION DATE, defined, §2.30, 2.8

VALIDATION OF APPOINTMENT, §14.1.2, 14.2

VETERAN'S PREFERENCE

Entitlement to, §11.38, 11.25

In Examinations, §11.32, §11.38, 11.15, 11.25

Time of War, defined, §11.44, 11.26

Veteran, defined, §11.39, 11.25

VICE-PRESIDENT, CIVIL SERVICE COMMISSION

Duties, §4.2, 4.2

Election, §4.1, 4.2

VOLUNTARY RESUMPTION OF PROBATIONARY PERIOD (See Probationary Period)

VOLUNTARY UNPAID TIME-OFF, §20.28.2, 20.24

NOTE: The lightface numbers refer to Rules Section numbers; the boldface numbers refer to page numbers.

- W -

WAIVERS

Conditional, §13.6.3, **13.14**

Effects of, §13.6.4, **13.15**

General, §13.6.1, **13.14**

Of Part-time Employment, §13.6.2, **13.14**

Withdrawal of, §13.6.5, **13.15**

WITNESS LEAVE, §20.34, 20.31



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MEMORANDUM
CSC No. 99-10

SF PUBLIC LIBRARY
Main Library, Civic Center
Attn: Kate Wingerson
Box 41 (RL) (34 Copies)

ADRIENNE PON
PRESIDENT

Date: May 21, 1999

KAREN CLOPTON
VICE PRESIDENT

To: Department Heads
Departmental Personnel Officers
Employee Organization Representatives

GEORGE KOSTUROS
COMMISSIONER

From: Kate Favetti
Executive Officer

A. LEE MUNSON
COMMISSIONER

Subject: **Civil Service Commission Rules - Volume I
Change No. 96-27, Index 1 through Index 21
Amendment Control Sheet**

ROSABELLA SAFONT
COMMISSIONER

Attached find the Amendment Control Sheet page xiii dated May 14, 1999. This page was inadvertently not included in the Civil Service Commission Memorandum No. 99-08 mailing dated May 14, 1999.

KATE FAVETTI
EXECUTIVE OFFICER

Replace the corresponding amendment control sheet, page xiii, dated March 12, 1999 with the attached page xiii.

We apologize for any inconvenience this may have caused .

Sincerely,

CIVIL SERVICE COMMISSION

KATE FAVETTI
Executive Officer

Attachment

DOCUMENTS DEPT.

MAY 25 1999

SAN FRANCISCO
PUBLIC LIBRARY



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

PUBLIC LIBRARY-MAIN LIBRARY
Gov. Info. Center
100 Larkin Street
San Francisco, CA 94102
Box 41 (RL)

MEMORANDUM CSC No. 99-12

Date: August 6, 1999

To: Department Heads
Departmental Personnel Officers
Personnel Representatives
Employee Organization Representatives

From: Kate Favetti
Executive Officer

Subject: Civil Service Commission Rule Change Number 96-28
Rule X17 – Probationary Period

DOCUMENTS DEPT.

AUG 10 1999

SAN FRANCISCO
PUBLIC LIBRARY

On March 16, 1998, the amended Rule 17 – Probationary Period, was adopted by the Civil Service Commission to be applicable to all employees in all classifications and with immediate implementation. The Commission also adopted the temporary Rule X17 – Probationary Period, with the limited applicability to employees in all classes who started an entrance or promotive probationary period before March 16, 1998. This extended the previous Rule 17 to those employees who had already started, but had not yet completed their probationary period prior to the adoption of the amended Rule. The adopted temporary and limited applicability X17 Rule carried an automatic expiration date of July 6, 1999. Rule X17 has now expired.

Civil Service Commission Rule 17-Probationary Period adopted on March 16, 1998 and applicable to employees who started to work in a probationary status after March 16, 1998 includes these important points:

Definition: The probationary period is defined as: 1) The final and most important phase of the selection process and is to be used for evaluating the performance of an employee in the position to which appointed; 2) A period of regularly-scheduled hours worked, excluding any time off for leave — paid or unpaid. Vacation, holidays, compensatory time or other types of time off are not included towards the completion of the probationary period.

ADRIENNE PON
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

SABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

August 6, 1999

Page 2

- Licenses and/or Certificates: The amended Rule allows appointing officers, with the approval of the Human Resources Director, to extend the probationary period for up to a maximum of twelve (12) calendar months to allow an employee time in which to obtain required licenses and/or certificates.
- Terminology: The term "release" replaces the term "termination" when separating employees during the probationary period.
- Retreat Rights: Except in cases of release due to disciplinary reasons, a promotive probationary employee has automatic return rights to a position from which promoted.
- Future Employment: Employees who are released during the probationary period have no restrictions on future employment with the City, unless the release is for disciplinary reasons. Employees released for disciplinary reason have an appeal right to the Civil Service Commission on future employment recommendations only. The appointing officer's decision to release is final.
- Duration: All references to duration have been removed. Duration is no longer under the jurisdiction of the Civil Service Commission.

Attached is a copy of page ii (Table of Contents) and page xiii (Amendment Control Sheet) dated August 6, 1999 documenting Civil Service Commission Rule Change Number 96-28. Substitute the updated pages ii & xiii for the corresponding page in your copy of the Civil Service Commission Rules and remove Rule X17, pages X17 through X17.18.

Please call me or Anita Sanchez at 252-3247, if there are any questions.

CIVIL SERVICE COMMISSION



KATE FAVETTI
Executive Officer

Attachments

Rules - Table of Contents, Chapter II (cont.)

Rule 15	Rules Related to the Employment of Persons with Disabilities, page 15.1
Rule 16	Medical Examinations, page 16.1
Rule 17	Probationary Period, page 17.1
Rule 18	Conflict of Interest, page 18.1
Rule 19	Resignation, page 19.1

Chapter III**Miscellaneous Rules and Rules Governing Employee Separations**

Rule 20	Leaves of Absence, page 20.1
Rule 21	Layoff, page 21.1
Rule 22	Employee Separation Procedures, page 22.1

Chapter IV**Rules posted by the Civil Service Commission for deletion**

(until final action is taken by the Commission, the Rules in Chapter IV are in full force and effect)

Rule X9D	Promotional Examinations for Employees on Military Leave, page X9D.1
Rule X17	Probationary Period, page X17.1
Rule X18	Employee Relations - Grievance Procedure, page X18.1
Rule X23	Standing and Special Committees, page X.23.1
Rule X24	Apprenticeship Program, page X24.1
Rule X27	Temporary Exchanges for Training Purposes, page X27.1
Rule X28	Employee Training Reimbursement Program, page X28.1
Rule X30	Personnel Service Records, page X30.1

RULE X17

PROBATIONARY PERIOD

The provisions of Rule X17 shall apply to all employees in all classes who started work in an entrance or promotive probationary period before March 16, 1998. Said employees shall continue under Rule X17 until such time as the probationary period in effect is concluded. Employees in all classes who start work in an entrance or promotive probationary period on March 16, 1998 and thereafter are subject to the Civil Service Commission Rule 17 - Probationary Period as amended and in effect on March 16, 1998. On July 6, 1999 this Rule X17 shall automatically expire unless extended by the Civil Service Commission before August 6, 1999 for a maximum additional period of up to six (6) months.

Article I: Administration of the Probationary Period

Applicability: The provisions of Article I, Rule X17, apply to employees in all classes except employees in classes represented by the Transport Workers Union - Locals 200 and 250A, and to the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Article II: Probationary Period Administration

Applicability: The provisions of Article II, Rule X17, apply only to employees in classes represented by the Transport Workers Union - Locals 200 and 250A, and to the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Article III: Separation of Probationary Employees

Applicability: Unless otherwise noted, the provisions of Article III, Rule X17, apply to employees in all classes.

Article IV: Termination During the Probationary Period

Applicability: Unless otherwise noted, the provisions of Article IV, Rule X17, apply to employees in all classes.

Article V: Dismissal During Probationary Period

Applicability: Unless otherwise noted, the provisions of Article V, Rule X17, apply only to employees in classes represented by the Transport Workers Union - Locals 200 and 250A, and to the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Article VI: Classes Requiring More than Six Months Probationary Period

Applicability: The provisions of Article VI, Rule X17, apply only to employees in the classes enumerated in Article VI.

**RULE X17
PROBATIONARY PERIOD**

ARTICLE I: ADMINISTRATION OF THE PROBATIONARY PERIOD

The provisions of Rule X17 shall apply to all employees in all classes who started work in an entrance or promotive probationary period before March 16, 1998. Said employees shall continue under Rule X17 until such time as the probationary period in effect is concluded. Employees in all classes who start work in an entrance or promotive probationary period on March 16, 1998 and thereafter are subject to the Civil Service Commission Rule 17 - Probationary Period as amended and in effect on March 16, 1998. On July 6, 1999 this Rule X17 shall automatically expire unless extended by the Civil Service Commission before August 6, 1999 for a maximum additional period of up to six (6) months.

Applicability: The provisions of Article I, Rule X17, apply to employees in all classes except employees in classes represented by the Transport Workers Union - Locals 200 and 250A, and to the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. X17.1 REQUIREMENT FOR AND PURPOSE OF THE PROBATIONARY PERIOD

X17.1.1 Any person appointed to a permanent civil service position shall serve a probationary period.

X17.1.2 Nothing in these provisions is intended to infringe upon or restrict the discretion of appointing officers in terminating a probationary employee as provided for in these Rules.

X17.1.3 The probationary period is the final and most important phase of the selection process and is to be used for evaluating the performance of the employee in the position to which appointed.

Sec. X17.2 APPOINTMENTS SUBJECT TO THE PROBATIONARY PERIOD

A probationary period is required for all of the following types of permanent appointment:

X17.2.1 Appointment from an eligible list;

X17.2.2 Appointment following layoff or involuntary leave when the appointment is to a class and/or department other than the one from which laid off or where a probationary period had not been previously served in the class and department.

The provisions of Rule X17 shall apply to all employees in all classes who started work in an entrance or promotive probationary period before March 16, 1998. Said employees shall continue under Rule X17 until such time as the probationary period in effect is concluded. Employees in all classes who start work in an entrance or promotive probationary period on March 16, 1998 and thereafter are subject to the Civil Service Commission Rule 17 - Probationary Period as amended and in effect on March 16, 1998. On July 6, 1999 this Rule X17 shall automatically expire unless extended by the Civil Service Commission before August 6, 1999 for a maximum additional period of up to six (6) months.

Applicability: The provisions of Article I, Rule X17, apply to employees in all classes except employees in classes represented by the Transport Workers Union - Locals 200 and 250A, and to the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

X17.2.3 Appointment by transfer to the same class in another department, disability transfer, or transfer occasioned by reduction in force due to technological advances, automation or the installation of new equipment.

X17.2.4 Reappointment of resignees;

X17.2.5 Reinstatement at the request of the employee to a permanent position in a former class in a department other than a department in which the probationary period had been completed in this former class;

X17.2.6 Advancement from a part-time position to a full-time position, except if the employee has previously served a probationary period in a full-time position in the same class in the same department;

X17.2.7 Reversion by a promotive probationary employee to a position in a former class in which the probationary period has been completed, except if the employee has previously served a probationary period in the same department in that class.

Sec. X17.3 DURATION OF PROBATIONARY PERIOD

X17.3.1 The probationary period shall be six months of service, except for those classes designated in Article VI of this Rule.

X17.3.2 An employee appointed through disability transfer, as provided elsewhere in these Rules shall be required to serve a probationary period of the same duration applicable to the class to which transferred.

X17.3.3 For an employee who returns to a permanent position following layoff, the probationary period shall be the same period normally applicable to the class to which the employee is appointed. However, for a permanent employee in holdover status, who was laid off during the probationary period and who is returning to the same department and class from which laid off, the employee need only serve the balance of the probationary period.

The provisions of Rule X17 shall apply to all employees in all classes who started work in an entrance or promotive probationary period before March 16, 1998. Said employees shall continue under Rule X17 until such time as the probationary period in effect is concluded. Employees in all classes who start work in an entrance or promotive probationary period on March 16, 1998 and thereafter are subject to the Civil Service Commission Rule 17 - Probationary Period as amended and in effect on March 16, 1998. On July 6, 1999 this Rule X17 shall automatically expire unless extended by the Civil Service Commission before August 6, 1999 for a maximum additional period of up to six (6) months.

Applicability: The provisions of Article I, Rule X17, apply to employees in all classes except employees in classes represented by the Transport Workers Union - Locals 200 and 250A, and to the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

X17.3.4 An appointing officer may credit as probationary time served an employee's prior full-time service in a permanent position in the same class, excluding probationary time. Such credits shall not exceed one-half of the required length of the probationary period.

X17.3.5 Appointing officers may credit periods of limited term transfer toward the completion of the probationary period as provided in the transfer provisions of the Appointment Rule.

X17.3.6 Probationary periods of 12 months and up to a maximum of 24 months may be established for professional, executive and management classes.

Sec. X17.4 EXTENSION OF THE PROBATIONARY PERIOD

X17.4.1 Except as provided elsewhere in this section, all periods of unpaid authorized leave, except sick leave, all periods of unauthorized absence, and all periods of disciplinary suspension shall automatically extend the probationary period by the total time of the absence.

X17.4.2 An appointing officer, with the approval of the Human Resources Director, may extend the probationary period of a probationary appointee for up to a maximum of 12 calendar months in order to allow the employee time in which to obtain required licenses and/or certificates.

X17.4.3 All periods of sick leave, with or without pay, in excess of ten working days per six months of probationary period shall automatically extend the probationary period by the total time off in excess of ten working days.

X17.4.4 For all appointees, periods of disability leave shall automatically extend the probationary period by the total time of the absence.

X17.4.5 Regular civil service appointees in the School Districts shall have their probationary period calculated on the basis of actual service, excluding from such period of service, periods of non-service such as school vacation.

The provisions of Rule X17 shall apply to all employees in all classes who started work in an entrance or promotive probationary period before March 16, 1998. Said employees shall continue under Rule X17 until such time as the probationary period in effect is concluded. Employees in all classes who start work in an entrance or promotive probationary period on March 16, 1998 and thereafter are subject to the Civil Service Commission Rule 17 - Probationary Period as amended and in effect on March 16, 1998. On July 6, 1999 this Rule X17 shall automatically expire unless extended by the Civil Service Commission before August 6, 1999 for a maximum additional period of up to six (6) months.

Applicability: The provisions of Article I, Rule X17, apply to employees in all classes except employees in classes represented by the Transport Workers Union - Locals 200 and 250A, and to the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

X17.4.6 Exceptions to Extension

1) Military leave, jury duty leave, and vacation leave granted during the probationary period shall not extend the probationary period.

2) Time served while on leave of absence to serve temporarily under the same appointing officer in another class during the probationary period shall be counted toward the completion of the probationary period for the class from which leave was granted. Appointing officers shall notify the Department of Human Resources in writing of such temporary appointments.

X17.4.7 Successive Probationary Appointment

With the approval of the Human Resources Director, an appointing officer, with the concurrence of the employee, may renew the employee's probationary period. The Human Resources Director shall establish the administrative process and procedures for accomplishing such successive probationary appointments.

Sec. X17.5 REPORT OF PROBATIONARY PERIOD

The appointing officer shall notify the appointee and the Department of Human Resources on the prescribed form of the completion of an appointee's probationary period.

Sec. X17.6 VOLUNTARY RESUMPTION OF PROBATIONARY STATUS

When agreed upon by an appointing officer, an employee and with the approval of the Human Resources Director, a permanent employee past the probationary period may voluntarily agree to serve a new probationary period in lieu of the department dismissing the employee. The duration of the resumed probationary period shall not exceed six calendar months. During this resumed probationary period, should the employee fail to abide by the terms and conditions of the probationary period set by the department, subsequent disciplinary action may be taken. This resumed probationary period is subject to all terms and conditions of a probationary period as provided elsewhere in this Rule.

RULE X17

PROBATIONARY PERIOD

ARTICLE II: PROBATIONARY PERIOD ADMINISTRATION

The provisions of Rule X17 shall apply to all employees in all classes who started work in an entrance or promotive probationary period before March 16, 1998. Said employees shall continue under Rule X17 until such time as the probationary period in effect is concluded. Employees in all classes who start work in an entrance or promotive probationary period on March 16, 1998 and thereafter are subject to the Civil Service Commission Rule 17 - Probationary Period as amended and in effect on March 16, 1998. On July 6, 1999 this Rule X17 shall automatically expire unless extended by the Civil Service Commission before August 6, 1999 for a maximum additional period of up to six (6) months.

Applicability: The provisions of Article II, Rule X17, apply only to employees in classes represented by the Transport Workers Union - Locals 200 and 250A, and to the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. X17.7 PURPOSE OF THE PROBATIONARY PERIOD

X17.7.1 The probationary period is the final phase of the selection process and is to be used for evaluating the ability of the employee to perform the assigned duties of the position to which appointed.

X17.7.2 Nothing in these provisions is intended to infringe upon or restrict the discretion of appointing officers in terminating a probationary employee as provided in Charter Section 8.340 and elsewhere in these Rules.

Sec. X17.8 APPOINTMENTS SUBJECT TO THE PROBATIONARY PERIOD

A probationary period is required for the following types of appointment:

X17.8.1 Permanent appointment from an eligible list.

X17.8.2 Permanent appointment following layoff or involuntary leave when the appointment is to a class and/or department other than the one from which laid off or where a probationary period had not been previously served in the class and department.

X17.8.3 Appointment by permanent transfer to the same class in another department, disability transfer, or appointment by transfer occasioned by reduction in force due to technological advances, automation or the installation of new equipment.

X17.8.4 Reappointment of resignees.

X17.8.5 Reinstatement at the request of the employee to a permanent position in a former class in a department other than a department in which the probationary period had been completed in this former class.

The provisions of Rule X17 shall apply to all employees in all classes who started work in an entrance or promotive probationary period before March 16, 1998. Said employees shall continue under Rule X17 until such time as the probationary period in effect is concluded. Employees in all classes who start work in an entrance or promotive probationary period on March 16, 1998 and thereafter are subject to the Civil Service Commission Rule 17 - Probationary Period as amended and in effect on March 16, 1998. On July 6, 1999 this Rule X17 shall automatically expire unless extended by the Civil Service Commission before August 6, 1999 for a maximum additional period of up to six (6) months.

Applicability: The provisions of Article II, Rule X17, apply only to employees in classes represented by the Transport Workers Union - Locals 200 and 250A, and to the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

X17.8.6 Advancement from a part-time position to a full-time position, except if the employee has previously served a probationary period in a full-time position in the same class in the same department.

Sec. X17.9 EXCEPTION TO PROBATIONARY PERIOD REQUIREMENT

Employees returned to a position in the class from which promoted by action of the Commission under the separation procedures provided elsewhere in these Rules shall not be required to serve a new probationary period, unless ordered otherwise by the Commission.

Sec. X17.10 DURATION OF PROBATIONARY PERIOD

X17.10.1 The probationary period shall be six months except for those classes designated in Article VI of this Rule.

X17.10.2 An employee appointed through disability transfer as provided elsewhere in these Rules shall be required to serve a probationary period of six months of service.

X17.10.3 The probationary period for an employee returned to duty to a permanent appointment following layoff as provided elsewhere in these Rules shall be six months of service in all cases provided, however, that a permanent holdover who was serving a probationary period when laid off and is being returned to duty in the same department from which laid off shall serve the balance of the probationary period.

X17.10.4 Appointing officers may credit, as time served toward the completion of the probationary period, prior permanent appointment in the same class, not to exceed the total length of the period(s) of appointment up to a maximum credit of one-half of the required length of the probationary period.

X17.10.5 Appointing officers may credit periods of limited term transfer toward the completion of the probationary period as provided in the transfer provisions of the Appointment Rule.

The provisions of Rule X17 shall apply to all employees in all classes who started work in an entrance or promotive probationary period before March 16, 1998. Said employees shall continue under Rule X17 until such time as the probationary period in effect is concluded. Employees in all classes who start work in an entrance or promotive probationary period on March 16, 1998 and thereafter are subject to the Civil Service Commission Rule 17 - Probationary Period as amended and in effect on March 16, 1998. On July 6, 1999 this Rule X17 shall automatically expire unless extended by the Civil Service Commission before August 6, 1999 for a maximum additional period of up to six (6) months.

Applicability: The provisions of Article II, Rule X17, apply only to employees in classes represented by the Transport Workers Union - Locals 200 and 250A, and to the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. X17.11 EXTENSION OF THE PROBATION PERIOD

X17.11.1 Except as provided elsewhere in this section, all periods of unpaid authorized leave, except sick leave, all periods of unauthorized absence, and all periods of disciplinary suspension shall automatically extend the probationary period by the total time of the absence.

X17.11.2 All periods of sick leave, with or without pay, in excess of ten working days per six months of probationary period shall automatically extend the probationary period by the total time off in excess of ten working days.

X17.11.3 For all appointees, periods of disability leave shall automatically extend the probationary period by the total time of the absence.

X17.11.4 Regular civil service appointees in the School Districts shall have their probationary period calculated on the basis of actual service, excluding from such period of service, periods of non-service such as school vacation.

X17.11.5 Exceptions to Extension

1) Military leave, jury duty leave, and vacation leave granted during the probationary period shall not extend the probationary period.

2) Time served while on leave of absence to serve temporarily under the same appointing officer in another class during the probationary period shall be counted toward the completion of the probationary period for the class from which leave was granted. Appointing officers shall notify the Commission in writing of such temporary appointments.

Sec. X17.12 REPORT OF PROBATIONARY PERIOD

The appointing officer shall notify the appointee and the Department of Human Resources on the prescribed form of the completion of an appointee's probationary period.

RULE X17

PROBATIONARY PERIOD

ARTICLE III: SEPARATION OF PROBATIONARY EMPLOYEES

The provisions of Rule X17 shall apply to all employees in all classes who started work in an entrance or promotive probationary period before March 16, 1998. Said employees shall continue under Rule X17 until such time as the probationary period in effect is concluded. Employees in all classes who start work in an entrance or promotive probationary period on March 16, 1998 and thereafter are subject to the Civil Service Commission Rule 17 - Probationary Period as amended and in effect on March 16, 1998. On July 6, 1999 this Rule X17 shall automatically expire unless extended by the Civil Service Commission before August 6, 1999 for a maximum additional period of up to six (6) months.

Applicability: Unless otherwise noted, the provisions of Article III, Rule X17, apply to employees in all classes.

Sec. X17.13 PROCEDURE FOR TERMINATION OF ENTRANCE PROBATIONARY EMPLOYEE

X17.13.1 An entrance probationary employee may be terminated by the appointing officer at any time during the probationary period upon written notice of such termination to the employee and to the Human Resources Director specifying the reasons for such termination. The notification and hearing procedures shall be as provided elsewhere in these Rules.

X17.13.2 The Commission shall take one or more of the following actions:

1) May declare such person dismissed, or return the name to the eligible list from which appointed under such conditions for further appointment it deems appropriate, provided that certification to the same position and same immediate supervisor will not be made if the termination was for disciplinary reasons. If the list from which the terminated employee was appointed has expired, the name of the employee may be placed on a reemployment register for the class for an additional period of eligibility of 12 months under such conditions for further appointment as the Commission deems appropriate;

2) Order the name of the person removed from any regular eligible list or lists on which the person may have standing;

3) Restrict future employment as it deems appropriate.

Sec. X17.14 PROCEDURE FOR TERMINATION OF PROMOTIVE PROBATIONARY EMPLOYEE

X17.14.1 A promotive probationary employee may be terminated by the appointing officer at any time during the probationary period upon written notice of such termination to the employee and to the Human Resources Director specifying the reasons for such termination. The termination shall be in accordance with the provisions of this Rule.

The provisions of Rule X17 shall apply to all employees in all classes who started work in an entrance or promotive probationary period before March 16, 1998. Said employees shall continue under Rule X17 until such time as the probationary period in effect is concluded. Employees in all classes who start work in an entrance or promotive probationary period on March 16, 1998 and thereafter are subject to the Civil Service Commission Rule 17 - Probationary Period as amended and in effect on March 16, 1998. On July 6, 1999 this Rule X17 shall automatically expire unless extended by the Civil Service Commission before August 6, 1999 for a maximum additional period of up to six (6) months.

Applicability: Unless otherwise noted, the provisions of Article III, Rule X17, apply to employees in all classes.

X17.14.2 The employee shall have the right of appeal and hearing before the Commission. Notice of appeal shall be filed in writing in the Commission Office within 20 calendar days as provided elsewhere in this Rule. The Commission will announce the time and place of hearing which shall be as soon thereafter as convenient to all parties.

X17.14.3 The Commission shall render its decision within 30 days after receipt of the notice of termination, and

- 1) may direct such person dismissed;
- 2) declare such person reinstated in the position and may order that the employee be paid salary from the time of the termination of appointment;
- 3) order the return of such person to a position in the class from which promoted and may re-establish the employee's eligibility to a list of eligibles for the promotive class under such conditions as the Commission may deem just. If the list from which the terminated employee was appointed has expired, the name of the employee may be placed on a reemployment register for the class for an additional period of eligibility of 12 months under such conditions for further appointment as the Commission deems appropriate;
- 4) The decision of the Commission shall be final and shall not be reconsidered.

X17.14.4 Employees returned by action of the Commission to a position in the class from which promoted shall not be required to serve a new probationary period unless otherwise ordered by the Commission.

X17.14.5 Pending final decision, the appointing officer in the present or any other department has the option to restore the employee to duty in a position in the class from which promoted.

RULE X17

PROBATIONARY PERIOD

ARTICLE IV: TERMINATION DURING THE PROBATIONARY PERIOD

(Incorporating Charter Section 8.340 into the Civil Service Commission Rules
Pursuant to Charter Section 8.320-1 Incorporating Former Charter Provisions
(Proposition C - November 5, 1991 Election))

The provisions of Rule X17 shall apply to all employees in all classes who started work in an entrance or promotive probationary period before March 16, 1998. Said employees shall continue under Rule X17 until such time as the probationary period in effect is concluded. Employees in all classes who start work in an entrance or promotive probationary period on March 16, 1998 and thereafter are subject to the Civil Service Commission Rule 17 - Probationary Period as amended and in effect on March 16, 1998. On July 6, 1999 this Rule X17 shall automatically expire unless extended by the Civil Service Commission before August 6, 1999 for a maximum additional period of up to six (6) months.

Applicability: Unless otherwise noted, the provisions of Article IV, Rule X17, apply to employees in all classes.

Sec. X17.15 TERMINATION DURING THE PROBATIONARY PERIOD

X17.15.1 Procedure for Termination

At any time during the probationary period the appointing officer may terminate the appointment upon giving written notice of such termination to the employee and to the Human Resources Department specifying the reasons for such termination.

X17.15.2 Requirement for Commission Review

Except in the case of members of the uniformed ranks of the Police and Fire Departments, the Civil Service Commission shall review the termination. The Civil Service Commission shall by Rule establish the procedures for such review.

X17.15.3 Termination of Entrance Probationary Period

If the appointment resulted from an entrance examination, the Commission may declare such person dismissed or may return the name to the eligible list under such conditions for further appointment as the Commission may deem just.

X17.15.4 Termination of Promotive Probationary Period

If the appointment resulted from a promotional examination the employee shall have the right of appeal and hearing before the Civil Service Commission. The Commission shall render a decision within 30 days after receipt of the notice of termination and may declare such person dismissed; or order such person reinstated to the position without prejudice, and the Commission may in its discretion order that the employee be paid salary from the time of the termination of the appointment; or order the return of such person to a position in the class from which that person was promoted and may reestablish the employee's eligibility to an eligible list for the same promotive class under such conditions as the Commission may deem just.

The provisions of Rule X17 shall apply to all employees in all classes who started work in an entrance or promotive probationary period before March 16, 1998. Said employees shall continue under Rule X17 until such time as the probationary period in effect is concluded. Employees in all classes who start work in an entrance or promotive probationary period on March 16, 1998 and thereafter are subject to the Civil Service Commission Rule 17 - Probationary Period as amended and in effect on March 16, 1998. On July 6, 1999 this Rule X17 shall automatically expire unless extended by the Civil Service Commission before August 6, 1999 for a maximum additional period of up to six (6) months.

Applicability: Unless otherwise noted, the provisions of Article IV, Rule X17, apply to employees in all classes.

X17.15.5 Finality of Commission's Decision

The decision of the Commission shall be final.

Sec. X17.16 COMMISSION AUTHORITY TO REVIEW ALL PROBATIONARY TERMINATIONS

Nothing in these Rules shall preclude the Civil Service Commission from reviewing terminations for the purpose of future employability including terminations in the uniformed ranks of the Police and Fire Departments.

RULE X17

PROBATIONARY PERIOD

ARTICLE V: DISMISSAL DURING PROBATIONARY PERIOD

Incorporating Charter Section 8.340 into the Civil Service Commission Rules
Pursuant to Charter Section 8.320-1 Incorporating Former Charter Provisions
(Proposition C - November 5, 1991 Election)

The provisions of Rule X17 shall apply to all employees in all classes who started work in an entrance or promotive probationary period before March 16, 1998. Said employees shall continue under Rule X17 until such time as the probationary period in effect is concluded. Employees in all classes who start work in an entrance or promotive probationary period on March 16, 1998 and thereafter are subject to the Civil Service Commission Rule 17 - Probationary Period as amended and in effect on March 16, 1998. On July 6, 1999 this Rule X17 shall automatically expire unless extended by the Civil Service Commission before August 6, 1999 for a maximum additional period of up to six (6) months.

Applicability: The provisions of Article I, Rule X17, apply only to employees in classes represented by the Transport Workers Union - Locals 200 and 250A, and to the members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. X17.17 REQUIREMENT FOR PROBATIONARY PERIOD

Any person appointed to a permanent position shall serve a probationary period.

Sec. X17.18 DURATION OF PROBATIONARY PERIOD

X17.18.1 The Civil Service Commission shall by Rule establish a probationary period of not less than six months' service and up to a maximum of 12 months' service for each class;

X17.18.2 Provided that the probationary period for entrance positions in the uniformed rank of the police department, fire department, and San Francisco International Airport police force shall be for 12 months except that, with respect to members of the uniformed ranks of the police department, the probationary period shall be completed after 12 months' service from the day following completion of the prescribed department field training officer program, but in no case to exceed 84 weeks from the date of appointment;

X17.18.3 Provided further that probationary members of the uniformed ranks of the police department charged with breach of duty or misconduct shall be afforded the procedural rights set forth in Charter Section 8.343 for such charges.

Sec. X17.19 PROBATIONARY PERIOD FOR EXECUTIVE AND MANAGEMENT CLASSES

Probationary periods of 12 months and up to a maximum of 24 months may be established for executive and management classes.

RULE X17

PROBATIONARY PERIOD

**ARTICLE VI: CLASSES REQUIRING MORE THAN SIX MONTHS
PROBATIONARY PERIOD**

The provisions of Rule X17 shall apply to all employees in all classes who started work in an entrance or promotive probationary period before March 16, 1998. Said employees shall continue under Rule X17 until such time as the probationary period in effect is concluded. Employees in all classes who start work in an entrance or promotive probationary period on March 16, 1998 and thereafter are subject to the Civil Service Commission Rule 17 - Probationary Period as amended and in effect on March 16, 1998. On July 6, 1999 this Rule X17 shall automatically expire unless extended by the Civil Service Commission before August 6, 1999 for a maximum additional period of up to six (6) months.

Applicability: The provisions of Article VI, Rule X17, apply only to employees in the classes enumerated.

**Sec. X17.20 PROBATIONARY PERIOD FOR CERTAIN MISCELLANEOUS
EMPLOYEES**

Unless superseded by Collective Bargaining Agreement or by Ordinance, a probationary period of one year is required for the following classes:

- 1829 Operations Analyst
- 2232 Sr. Physician Specialist
- 2233 Supervising Physician Specialist
- 2292 Shelter Veterinarian
- 2444 Clinical Laboratory Technologist
- 2446 Senior Clinical Laboratory Technologist
- 2453 Supervising Pharmacist
- 2462 Microbiologist
- 2464 Senior Microbiologist
- 2465 Virologist
- 2496 Radiologic Technologic Supervisor
- 2561 Optometrist
- 2565 Acupuncturist
- 2576 Supervising Clinical Psychologist
- 2832 Supervising Public Health Nurse
- 2978 Contract Compliance Officer II
- 2982 Rent Board Supervisor
- 3372 Animal Control Officer
- 3438 Tree Topper Supervisor II
- 3484 Agricultural Division Land Agent
- 3650 Medical Records Librarian
- 4331 Security Analyst
- 6236 Boiler Inspector
- 6242 Plumbing Inspector
- 6244 Chief Plumbing Inspector
- 6248 Electrical Inspector
- 6249 Senior Electrical Inspector

The provisions of Rule X17 shall apply to all employees in all classes who started work in an entrance or promotive probationary period before March 16, 1998. Said employees shall continue under Rule X17 until such time as the probationary period in effect is concluded. Employees in all classes who start work in an entrance or promotive probationary period on March 16, 1998 and thereafter are subject to the Civil Service Commission Rule 17 - Probationary Period as amended and in effect on March 16, 1998. On July 6, 1999 this Rule X17 shall automatically expire unless extended by the Civil Service Commission before August 6, 1999 for a maximum additional period of up to six (6) months.

Applicability: The provisions of Article VI, Rule X17, apply only to employees in the classes enumerated.

6250 Chief Electrical Inspector
6252 Line Inspector
6331 Building Inspector
7126 Mechanical Shop & Equipment Superintendent
7134 Water Construction & Maintenance Superintendent
7136 Water Shops & Equipment Superintendent
7204 Chief Water Service Inspector
7213 Plumber Supervisor I
7214 Electrical Transit Equipment Supervisor
7216 Electrical Transit Shop Supervisor I
7225 Transit Paint Shop Supervisor I
7230 Fire Department Water System Supervisor I
7232 Hetch Hetchy Mechanical Shop Supervisor
7233 Glazier Supervisor I
7235 Transit Power Line Supervisor I
7238 Electrician Supervisor I
7239 Plumber Supervisor I
7240 Water Meter Shop Supervisor I
7242 Painter Supervisor I
7244 Power Plant Supervisor I
7246 Sewer Repair Supervisor II
7248 Steamfitter Supervisor II
7250 Utility Plumber Supervisor I
7251 Truck Maintenance Worker Supervisor I
7253 Electrical Transit Mechanic Supervisor I
7255 Power House Electrician Supervisor I
7256 Electric Motor Repair Supervisor. I
7257 Communication Line Supervisor I
7259 Water and Power Maintenance Supervisor I
7258 Maintenance Machinist Supervisor I
7273 Communications Line Worker Supervisor II
7274 Transit Power Line Worker Supervisor II
7275 Cable Splicer Supervisor I
7276 Electrician Supervisor II
7277 City Shops Asst. Superintendent
7278 Painter Supervisor II
7279 Powerhouse Electrician Supervisor I
7281 Street Cleaning Supervisor II

**CITY AND COUNTY OF SAN FRANCISCO
RULE X17**

CIVIL SERVICE COMMISSION

The provisions of Rule X17 shall apply to all employees in all classes who started work in an entrance or promotive probationary period before March 16, 1998. Said employees shall continue under Rule X17 until such time as the probationary period in effect is concluded. Employees in all classes who start work in an entrance or promotive probationary period on March 16, 1998 and thereafter are subject to the Civil Service Commission Rule 17 - Probationary Period as amended and in effect on March 16, 1998. On July 6, 1999 this Rule X17 shall automatically expire unless extended by the Civil Service Commission before August 6, 1999 for a maximum additional period of up to six (6) months.

Applicability: The provisions of Article VI, Rule X17, apply only to employees in the classes enumerated.

7284 Utility Plumber Supervisor II
7285 Transmission Line Worker Supervisor II
7287 Supervising Electronic Maintenance Technician
7288 Signal System Maintenance Superintendent
7329 Electronic Maintenance Technician Asst. Supervisor
7349 Steamfitter Assistant Supervisor
7386 Utility plumber Assistant Supervisor
8126 Sr. Investigator, Office of Citizen Complaints
8190 Attorney, Tax Collector
8230 Chief Museum Guard
8247 Emergency Planning Coordinator
8324 Supervising Counselor, Juvenile Court
8326 Assistant Director, Boys Ranch School
8440 Probation Officer
8442 Senior Probation Officer
8446 Court Alternative Specialist
9139 Transit Supervisor
9140 Transit Manager
9141 Transit Manager II
9155 Claims Investigator
9156 Senior Claims Investigator
9157 Claims Adjuster
9158 Assistant Claims Adjuster
9173 Systems Safety Inspector
9217 Deputy Chief, Bureau of Airport Police
9241 Airport Electrician Supervisor
9344 Roofer Supervisor I
9350 Harbor Police Officer
9358 Crane Mechanic Supervisor
9360 Construction & Maintenance Supervisor II, Port

The provisions of Rule X17 shall apply to all employees in all classes who started work in an entrance or promotive probationary period before March 16, 1998. Said employees shall continue under Rule X17 until such time as the probationary period in effect is concluded. Employees in all classes who start work in an entrance or promotive probationary period on March 16, 1998 and thereafter are subject to the Civil Service Commission Rule 17 - Probationary Period as amended and in effect on March 16, 1998. On July 6, 1999 this Rule X17 shall automatically expire unless extended by the Civil Service Commission before August 6, 1999 for a maximum additional period of up to six (6) months.

Applicability: The provisions of Article VI, Rule X17, apply only to employees in the classes enumerated.

Sec. X17.21 PROBATIONARY PERIOD FOR CERTAIN REGISTERED NURSE CLASSES

The Civil Service Commission has established a one-year probationary period for the classes listed below which are covered under Charter Section 8.403 - Compensation for Registered Nurse Classes:

- 2322 Head Nurse
- 2324 Nursing Supervisor
- 2326 Nursing Supervisor Psychiatric
- 2342 Head Nurse, Surgery
- 2350 Instructor of Nursing
- 2352 Asst. Dir. of Nursing, Staff Development & Research
- 2366 Asst. Director of Nurses, LHH
- 2368 Asst. Director of Nurses, SFGH

Sec. X17.22 PROBATIONARY PERIOD FOR APPOINTEES TO THE ENTRANCE UNIFORMED RANK OF THE SAN FRANCISCO POLICE DEPARTMENT

The probationary period for appointees to the entrance uniformed rank of the San Francisco Police Department (Class Q2) shall be completed after 12 months' service from the day following completion of the prescribed department field training officer program, but in no case to exceed 84 weeks from the date of appointment.

The provisions of Rule X17 shall apply to all employees in all classes who started work in an entrance or promotive probationary period before March 16, 1998. Said employees shall continue under Rule X17 until such time as the probationary period in effect is concluded. Employees in all classes who start work in an entrance or promotive probationary period on March 16, 1998 and thereafter are subject to the Civil Service Commission Rule 17 - Probationary Period as amended and in effect on March 16, 1998. On July 6, 1999 this Rule X17 shall automatically expire unless extended by the Civil Service Commission before August 6, 1999 for a maximum additional period of up to six (6) months.

Applicability: The provisions of Article VI, Rule X17, apply only to employees in the classes enumerated.

**Sec. X17.23 EMPLOYEES OF THE SAN FRANCISCO UNIFIED SCHOOL DISTRICT
AND THE SAN FRANCISCO COMMUNITY COLLEGE DISTRICT**

Employees in the following classes at the San Francisco Unified School District or the San Francisco Community College District shall serve a one-year probationary period:

- 1550 Exec. Asst. to the Board of Education
- 1661 Asst. Fiscal Officer Board of Education
- 1809 Administrative Asst. to the Supt. of Schools
- 1832 Business Manager, City College
- 1890 Manager, Data Processing, SFUSD
- 1939 Schools Warehouse Supervisor
- 2977 Education Integration Specialist
- 2979 Student Assignment Manager, Board of Ed.
- 2981 Manager, Intake Center, SFUSD
- 5269 School Architectural Coordinator
- 6340 School Construction Coordinator
- 7209 School Heating and Ventilation Supervisor
- 7262 Maintenance Planner, SFUSD
- 7263 Maintenance Manager, SFUSD
- 7374 Chief Engineer, KALW Station
- 9178 School Transportation Supervisor



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MEMORANDUM CSC No. 99-13

PUBLIC LIBRARY-MAIN LIBRARY
Gov. Info. Center
100 Larkin Street
San Francisco, CA 94102
Box 41 (RL)

ADRIENNE PON
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Date: August 13, 1999

To: Department Heads
Departmental Personnel Officers
Personnel Representatives
Employee Organization Representatives

From: Kate Favetti
Executive Officer

Subject: Civil Service Commission Rule Change Number 96-29;
Amendment to Civil Service Commission Rule 13-
Certification of Eligibles, Section 13.2.3 – Expansion of
Certification Rules, to extend this Rule until December 31,
1999.

Civil Service Commission Rule Change Number 96-30;
Delete Rule X18 – Grievance Procedure.

DOCUMENTS DEPT.

AUG 17 1999

SAN FRANCISCO
PUBLIC LIBRARY

Rule 13 – Certification of Eligibles.

Civil Service Commission Rule 13 – Certification of Eligibles, Section 13.2.3 – Expansion of Certification Rules, provides for the use of certification rules greater than the Charter-mandated minimum Rule of Three Scores. Section 13.2.3 is applicable to classes represented by Local 21 and SEIU Locals 250, 535 and 790. This section, originally adopted by the Civil Service Commission on March 18, 1996 and extended by the Commission on December 2, 1996, July 7, 1997, February 2, 1998, August 3, 1998, and December 7, 1998, was scheduled to expire on June 30, 1999.

On August 2, 1999, the Civil Service Commission extended Civil Service Commission Rule 13 – Certification of Eligibles, Section 13.2.3 for an additional six months, through December 31, 1999.

Rule X18 – Grievance Procedure

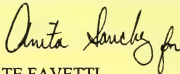
All represented and non-represented employees are covered by a negotiated grievance procedure or by incorporation of the provisions contained in Rule X18 into the applicable Collective Bargaining Agreements or Ordinances. Therefore, the Civil Service Commission Rule on the grievance procedure is no longer necessary. In the interest of streamlining the Rules, the Civil Service Commission acted on August 2, 1999 to delete Rule X18 – Grievance Procedure.

Attached for your inclusion in your copy of the Civil Service Commission Rules are reissued pages 13.6 and 13.7 dated 8/13/99 to replace the corresponding pages dated 1/7/99. Please remove Civil Service Commission Rule X18 – Grievance Procedure pages X18.1 through X18.4.

Replace reissued page ii (Table of Contents) and xiii (Amendment Control Sheet) dated 8/13/99 for the corresponding pages in your copy of the Civil Service Commission Rules.

Please call me or Anita Sanchez, Assistant Executive Officer at 252-3247, if there are any questions.

CIVIL SERVICE COMMISSION

A handwritten signature in black ink, appearing to read "Anita Sanchez for".

KATE FAVETTI
Executive Officer

Attachments

Rules - Table of Contents, Chapter II (cont.)

Rule 15	Rules Related to the Employment of Persons with Disabilities, page 15.1
Rule 16	Medical Examinations, page 16.1
Rule 17	Probationary Period, page 17.1
Rule 18	Conflict of Interest, page 18.1
Rule 19	Resignation, page 19.1

Chapter III**Miscellaneous Rules and Rules Governing Employee Separations**

Rule 20	Leaves of Absence, page 20.1
Rule 21	Layoff, page 21.1
Rule 22	Employee Separation Procedures, page 22.1

Chapter IV**Rules posted by the Civil Service Commission for deletion**

(until final action is taken by the Commission, the Rules in Chapter IV are in full force and effect)

Rule X9D	Promotional Examinations for Employees on Military Leave, page X9D.1
Rule X18	Employee Relations - Grievance Procedure, page X18.1
Rule X23	Standing and Special Committees, page X.23.1
Rule X24	Apprenticeship Program, page X24.1
Rule X27	Temporary Exchanges for Training Purposes, page X27.1
Rule X28	Employee Training Reimbursement Program, page X28.1
Rule X30	Personnel Service Records, page X30.1

Subject Index

INDEX	Pages INDEX 1 through INDEX 29
-------	--------------------------------

Civil Service Commission

[illegible]

Applicability: Unless otherwise noted, the provisions of Article II, Rule 13, apply to employees in all classes represented by Service Employee International Union (SEIU) - Locals 250, 535 and 790; Transport Workers Union (TWU) - Locals 200 and 250A; Local 21 - International Federation of Professional and Technical Engineers, except for employees in classes belonging to the San Francisco Association of Personnel Professionals (SFAPP) - Local 21 who are covered by Article III; and to members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

13.2.3 Expansion of Certification Rules (cont.)

- 5)** This section shall automatically expire on June 30, 1997 unless extended by the Civil Service Commission before July 31, 1997 for a maximum additional period of up to six months. At the time of Commission review, all employee organizations affected by this section shall have the option to extend or terminate their agreement to be covered by this section.
- 6)** On July 7, 1997 the Civil Service Commission extended this section for an additional six months, through December 31, 1997.
- 7)** On February 2, 1998 the Civil Service Commission extended this section for an additional six months, through June 30, 1998.
- 8)** On August 3, 1998 the Civil Service Commission extended this section for an additional six months, through December 31, 1998.
- 9)** On December 7, 1998 the Civil Service Commission extended this section for an additional six months, through June 30, 1999.

Rule 13

Certification of Eligibles

Article III: Certification Rules for Employees Covered by Article III

Applicability: The provisions of Article III apply to all unrepresented classes and to classes represented by all employee organizations except Service Employee International Union (SEIU) - Locals 250, 535 and 790; Transport Workers Union (TWU) - Locals 200 and 250A; Local 21 - International Federation of Professional and Technical Engineers; and to members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798; provided, however, that employees in classes belonging to the San Francisco Association of Personnel Professionals (SFAPP) - Local 21, are covered by the provisions of Article III. Article VI of this Rule contains a list of classes for which the Rule of Three Scores shall be used exclusively.

Sec. 13.3 Certification of Eligibles - Employees Covered by Article III

13.3.1 Civil Service Commission Equal Employment Opportunity and Affirmative Action Policy Related to the Certification of Eligibles and Selection of Employees.

1) The Civil Service Commission endorses and supports the broadening of the Rules governing the certification of eligibles from civil service eligible lists and considers this broadening as an increase in opportunities for appointing officers to select employees who are best suited to perform the duties of specific positions and to provide greater opportunities to maximize multicultural diversity of the work force in the City and County of San Francisco.

2) Selection of employees from eligible lists shall be based on merit and fitness without regard to relationship, race, religion, sex, national origin, ethnicity, age, disability, gender identity, political affiliation, sexual orientation, ancestry, marital status, color, medical condition or other non-merit factors or otherwise prohibited nepotism or favoritism, and with due consideration of affirmative action goals. Appointing officers and their designees shall be responsible for establishing non-discriminatory selection procedures which may include scheduling each interested eligible for interview, conducting interviews by a diverse panel, asking job-related questions, maintaining documentation of selection criteria, and reviewing the proposed selection with the department's affirmative action officer or with the Department of Human Resources Equal Employment Opportunities/Affirmative Action Division.

RULE X18

EMPLOYEE RELATIONS - GRIEVANCE PROCEDURE

Applicability: Unless otherwise noted, the provisions of Chapter IV apply to employees in all classes. However, certain matters may be superseded by a collective bargaining agreement for those employees in classes subject to Charter Section 8.409 or 8.590.

Section X18.01. PROGRAM SCOPE AND PRINCIPLES

These rules and regulations are promulgated in order to improve employer-employee relations and are designed to permit any employee and/or the employee's representative as herein provided, a procedural method by which any grievance, as defined in Section X18.02, may be resolved in an expeditious and orderly manner.

Section X18.02. DEFINITIONS

A. A grievance shall be any dispute concerning the interpretation or application of the provisions of a memorandum of understanding, or in the absence of a memorandum of understanding, a dispute concerning department rules and regulations governing personnel practices or working conditions. The written grievance must state the circumstances on which the grievant claims to be aggrieved and the redress the grievant seeks. Grievances shall be considered only on matters within the power of the appointing officer to act.

EXCLUSIONS: Civil Service and Human Resources

1. No grievance shall be considered on position classification, examination or civil service merit system matters where Charter authority or Civil Service Commission Rules provide a different appellate process.
2. No grievance shall be considered on disciplinary actions where a different appellate process is provided for under the Charter.
3. No grievance shall be considered on items subject to the meet and confer process where the ordinance provides a different appellate process.
4. No grievance shall be considered on performance evaluation. Under Section VII of the evaluation instruction form, if an employee can document that there was no factual basis for the evaluation, or there was bias, or proper procedures were not followed, the employee may present a written statement with documentation indicating the section or factor of the evaluation being questioned. The statement will be attached to the evaluation form and will be available for review and action if warranted.

B. Employee: Any City and County employee in the service, regardless of status.

C. Immediate Supervisor: The individual who immediately assigns, reviews or directs the work of an employee.

Applicability: Unless otherwise noted, the provisions of Chapter IV apply to employees in all classes. However, certain matters may be superceded by a collective bargaining agreement for those employees in classes subject to Charter Section 8.409 or 8.590.

D. Intermediate Supervisor: Next highest supervisor to be based on the organizational pattern of the department as determined by the appointing officer.

E. Appointing Authority: The head of the department having the lawful power to make appointments or to remove persons from positions in the City and County service.

F. Representative: A labor or employee organization and/or individual who appears at the request of and on behalf of the employee(s).

G. Witness: Any persons who the grievant wishes to appear to assist the employee in establishing the facts of the grievance. The number of witnesses providing substantially the same information may be limited by the supervisor or appointing officer.

Section X18.03. GRIEVANCE PROCEDURE

A. General Provisions

1. Appointing officers shall prepare reasonable rules or regulations concerning employee representatives' contacts with employees on City facilities during working hours. Such rules or regulations shall be written in such a manner as not to hinder or impair the implementation of the grievance procedure as provided by this rule.

2. The steps in the procedure set forth herein shall be followed unless it is agreed by the appropriate supervisor and the grievant that the grievance should be started at Step 3 or Step 4. In large departments made up of divisions, bureaus, sections or institutions, the additional intermediate supervisor shall be included regularly as part of the procedural steps.

The appointing officer and the grievant may agree that in any particular case, one additional intermediate supervisor should be added to the procedural steps listed below.

3. If the supervisor or appointing officer fails to respond within the required time limits, the grievant may then present the grievance in writing to the next higher step. If the grievant fails to present the grievance to the next higher step within the required time limits, then the grievance will be considered to be resolved.

4. The time limits set forth in this grievance procedure may be extended by mutual agreement of the appointing officer and the grievant.

B. Step 1 - Immediate Supervisor (Oral)

1. The employee and/or representative if requested by the employee shall explain, orally, the grievance to the employee's immediate supervisor, if the grievance starts at Step 1.

2. The supervisor shall reach a decision and communicate it orally to the employee and/or representative within five (5) working days of being told of the grievance.

Applicability: Unless otherwise noted, the provisions of Chapter IV apply to employees in all classes. However, certain matters may be superceded by a collective bargaining agreement for those employees in classes subject to Charter Section 8.409 or 8.590.

C. Step 2 - Immediate Supervisor

1. If the employee is not satisfied with the decision rendered, the employee and/or representative shall submit the grievance in writing within five (5) working days to the immediate supervisor on the employee grievance form.

2. The immediate supervisor shall notify the employee and/or representative in writing on the employee grievance form of the decision and the reasons within five (5) working days from the date of presentation of the grievance.

D. Step 3 - Intermediate Supervisor

1. If the grievance is not resolved at Step 2, the employee and/or representative shall use the employee grievance form to submit the grievance in writing to the employee's intermediate supervisor as defined in Section II of the employee grievance form. A grievance will be considered to be resolved unless the grievance is filed with the intermediate supervisor not later than five (5) working days after the date the decision was returned to the employee by the immediate supervisor.

2. After review and discussion with all involved parties, the intermediate supervisor shall use the employee grievance form to notify the employee of the decision and the reasons. This form shall be returned to the employee within five (5) working days of receipt of the grievance.

E. Step 4 - Appointing Officer

1. If the grievance is not resolved at Step 3, the employee and/or representative shall use the same employee grievance form to submit the grievance to the appointing officer within five (5) working days after the date of notification of the decision by the intermediate supervisor.

2. After review and discussion with all involved parties, the appointing officer shall use the grievance form to notify the employee of the decision and the reasons. This form shall be returned to the employee within ten (10) working days of receipt of the grievance.

F. Step 5 - Arbitration Process

1. If the grievance is not resolved at Step 4 and the employee requests final and binding arbitration, the employee and/or representative shall submit the same employee grievance form to the appointing officer within five (5) working days of the receipt of the appointing officer's decision. The employee and/or representative shall be entitled to decide whether the American Arbitration Association or the California State Conciliation Service will administer the arbitration and shall notify the appointing officer of the employee's decision as part of the written request for arbitration. If the employee does not so indicate preference, the appointing officer shall decide which agency will administer the arbitration. The appointing officer shall then initiate arbitration by contacting either the American Arbitration Association or the California State Conciliation Service, whichever is selected as above, within ten (10) working days from the date the employee requests arbitration. If the appointing officer does not initiate arbitration as indicated above, the employee may do so within seven (7) additional working days.

Applicability: Unless otherwise noted, the provisions of Chapter IV apply to employees in all classes. However, certain matters may be superseded by a collective bargaining agreement for those employees in classes subject to Charter Section 8.409 or 8.590.

2. If the appointing officer requests arbitration, the appointing officer shall initiate arbitration by contacting the American Arbitration association or the California State Conciliation Service and shall give notice to the other party or parties.

3. The arbitrator shall be an impartial person selected from either the American Arbitration Association or the California State Conciliation Service, the agency to be determined as indicated above. The agency shall provide both parties to the grievance with an identical list of five (5) names. If both parties to the grievance cannot agree on an arbitrator from the list provided, within seven (7) days from receipt of the list, they shall have five (5) additional days to strike names alternately from the list until only one name is left. The cost of arbitration shall be equally shared by the employee and the department.

4. The arbitrator's decision cannot supersede Charter provisions, Civil Service Commission Rules, ordinances, memoranda of understanding, the Administrative Code, financial and budgetary appropriations and such other rules and regulations.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MEMORANDUM CSC No. 99-15

KAREN CLOPTON
PRESIDENT

ROSABELLA SAFONT
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ADRIENNE PON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

SF PUBLIC LIBRARY
Main Library, Civic Center
Attn: Kate Wingerson
Box 41 (RL) (34 Copies)

Date: September 2, 1999

To: Department Heads
Departmental Personnel Officers
Personnel Representatives
Employee Organization Representatives

DOCUMENTS DEPT.

SEP 10 1999

From: Kate Favetti
Executive Officer

SAN FRANCISCO
PUBLIC LIBRARY

Subject: Civil Service Commission Rule Change No. 96-31
Amendment to Civil Service Commission Rule 11 - Examinations:

- 1) Article I, Article II and Article III: Applicability
- 2) Section 11.4 - Requirement for Competitive Examinations;
- 3) Section 11.36.1 - Requirement for Competitive Examinations;
- 4) Section 11.15.2 - Inspection of Ratings by Participants; and
- 5) Section 11.33.3 - Inspection of Ratings in Qualifications
Appraisal Interviews by Participant

At its meeting August 16, 1999, the Civil Service Commission voted to adopt the proposed amendments to Civil Service Commission Rule 11: 1) Article I, Article II and Article III: Applicability; 2) Section 11.4 - Requirement for Competitive Examinations; 3) Section 11.36.1 - Requirement for Competitive Examinations; 4) Section 11.15.2 - Inspection of Ratings by Participants; and 5) Section 11.33.3 - Inspection of Ratings in Qualifications Appraisal Interviews by Participant.

The purpose of these amendments is to modernize the Civil Service Commission Rules, streamline the appeals process and clarify the authority of the Human Resources Director.

- 1) The amendment to Rule 11 - Article I, Article II and Article III: Applicability removes reference to the Uniformed Ranks of the San Francisco Police Department. Members of the

Uniformed Ranks of the San Francisco Police Department are now covered under Civil Service Commission Rules – Volume II.

- 2) The amendment to Civil Service Commission Rule 11 – Examinations; Article I – Examination Provisions; Section 11.4 – Requirement for Competitive Examinations grants to the Human Resources Director authority to deem examinations with less than three (3) applicants competitive after finding the recruitment efforts have been exhausted. This Rule amendment will be applicable to employee classifications except those represented by the Transport Workers Union, Locals 200 and 250A, and the members of the Uniformed Ranks of the San Francisco Fire Department. The decision of the Human Resources Director may be appealed to the Civil Service Commission. Affected Employee Organizations are required by the Rule to be notified of such determination.
- 3) The amendment to Civil Service Commission Rule 11 - Examinations; Article II - Examination Process; Section 11.36.1 - Requirement for Competitive Examinations is the companion to Rule 11; Section 11.4 above. This Rule amendment will be applicable to employee classifications represented by the Transport Workers Union, Locals 200 and 250A and the Uniformed Ranks of the San Francisco Fire Department.
- 4) The amendment to Civil Service Commission Rule 11 - Examinations; Article I - Examination Provisions; Section 11.15.2 - Inspection of Ratings by Participants addresses duplication in the appeal process by eliminating appeals due to inconsistencies in the administration of the examinations at the time that ratings are open to inspection. The ability to appeal the Oral Interview and Other Selection Tests remains intact in Rule 11.14 - Oral Interview and Other Selection Tests - Definition and Appeals.
- 5) The amendment to Civil Service Commission Rule 11 – Examinations; Article II – Examination Process; Section 11.33.3 – Inspection of Ratings in Qualifications Appraisal Interviews by Participants is the companion to Rule 11; Section 11.15.2 above. This Rule amendment is applicable to employee classifications represented by the Transport Workers Union, Locals 200 and 250A, and the Uniformed Ranks of the Fire Department.

Attached for inclusion in your copy of the Civil Service Commission Rules are reissued pages 11.1 through 11.28 dated 9/2/99 to replace 11.1 through 11.28 dated with various dates.

Replace reissued page xiii (Amendment Control Sheet) for the corresponding page dated 9/2/99 in your copy of the Rules.

Please call me or Anita Sanchez, Assistant Executive Officer at 252-3247 if there are any questions.

CIVIL SERVICE COMMISSION

A handwritten signature in black ink, appearing to read "Kate Favetti", with a stylized flourish at the end.

KATE FAVETTI
Executive Officer

Attachments

City and County of San Francisco

Civil Service Commission

[illegible]

Rule 11

Examinations

Article I: Examination Provisions

Applicability: The provisions of Article I, Rule 11, apply to employees in all classes except those represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Article II: Examination Process

Applicability: The provisions of Article II, Rule 11, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Article III: Veterans Preference in Examinations

Applicability: Unless otherwise noted, the provisions of Article III, Rule 11, apply to employees in all classes.

Rule 11

Examinations

Article I: Examination Provisions

Applicability: The provisions of Article I, Rule 11, apply to employees in all classes except those represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.1 Civil Service Commission Equal Employment Opportunity and Affirmative Action Policy Related to the Conduct of Examinations

11.1.1 It is the policy of the Civil Service Commission that job-related criteria be utilized in establishing minimum qualification requirements and developing examination procedures, without regard to race, sex, sexual orientation, gender identity, political affiliation, age, religion, creed, national origin, disability, ancestry, marital status, parent status, domestic partner status, color, medical condition (cancer-related), ethnicity or the conditions Acquired Immune Deficiency Syndrome (AIDS), HIV, and AIDS-related conditions or other non-merit factors or any other category provided by ordinance.

11.1.2 The Human Resources Director shall make every effort to ensure the representation of women and minorities on examination boards, panels and screening committees.

Sec. 11.2 Human Resources Director Empowered to Act

The Human Resources Director shall rule on all matters concerning the examination program in accordance with these Rules.

Sec. 11.3 Requirement to Conduct Examinations

11.3.1 Except for reasons beyond the Human Resources Director's control, the Human Resources Director shall immediately commence to conduct an examination whenever a provisional or near-list appointment is made to a permanent position.

11.3.2 Except for reasons beyond the Human Resources Director's control, the Human Resources Director will make every attempt, on a priority basis, to commence work required to conduct examinations at least 60 days prior to expiration of an eligible list where there is a demonstrated need for continuing appointments to such class.

11.3.3 Where possible, the Human Resources Director, or designee and bargaining representative shall meet in advance to determine which classes require eligible lists on a continuing basis.

Applicability: The provisions of Article I, Rule 11, apply to employees in all classes except those represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.4 Requirement for Competitive Examinations

All applicants for positions in the classified service shall submit to examinations which shall be competitive provided, however, that no examination shall be deemed to be competitive unless three or more persons participate. However, any such examination may be held for less than three qualified applicants with the approval of the Civil Service Commission after a finding that reasonable publicity of the proposed examination has been given.

Sec. 11.5 Examinations Without Charge

Examinations shall be without charge to the applicants.

Sec. 11.6 Apprenticeship Positions

Appropriate rosters of eligibles established by a trade, craft, or occupation joint apprenticeship committee recognized by the State of California Department of Industrial Relations, Division of Apprenticeship Standards, may be utilized to fill apprenticeship positions or as the basis for establishing apprenticeship eligibility lists.

Sec. 11.7 Adequacy of Examinations

Subject to the approval of the Commission, the Human Resources Director, subject to appeal to the Civil Service Commission, shall judge the adequacy of the examination to rate the capacity of the applicants to perform service for the City and County.

Sec. 11.8 Establishing Cutoff Scores and Number on Eligible Lists

For each selection procedure, the Human Resources Director shall establish a cutoff or passing score and shall determine the number of persons who shall constitute the eligible list based on the needs of the Service, equal employment opportunity principles, and affirmative action goals. Once established, the cutoff score shall not be changed.

Applicability: The provisions of Article I, Rule 11, apply to employees in all classes except those represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.9 Cheating or Fraud in Examinations

It is the policy of the Civil Service Commission that examinations shall be conducted in a fair and impartial manner in order to test fairly the relative qualifications, merit, and fitness of applicants. Any person cheating, attempting to cheat, or assisting other persons in cheating in any phase of the examination process shall be prosecuted to the full extent of the Charter and other laws. Actions to be taken include elimination from the examination process, dismissal, and ineligibility for future employment. Cheating shall include the use or attempted use of materials not authorized by the scheduling notice to candidates to report for the examination. Significant false statements by applicants on the application or during the selection process shall be good cause for the exclusion of such person from the examination and such other appropriate action as may be recommended by the Human Resources Director.

11.9.1 Aid, Hindrance, Fraud and Collusion in Examinations

No person or officer shall, by himself/herself or in cooperation with other persons, defeat, deceive or obstruct any person in respect to his or her right of examination; or falsely mark, grade, estimate or report upon the examination or proper standing of any person examined hereunder, or aid in so doing; or make any false representations concerning the same, or concerning the person examined; or furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person of being appointed, employed or promoted.

Any eligible securing standing on a list by fraud, concealment of fact or violation of commission rules shall be removed from such list and if certified or assigned to a position shall be removed therefrom.

Sec. 11.10 Copying of Examination-Related Materials

The copying or the making of notes or outlines of examination-related materials is prohibited.

Sec. 11.11 Rating Keys - Written Examinations Other Than Essay Questions

- 11.11.1** Written examinations other than essay questions are defined as those tests which present answers that may be available for inspection. Typical formats of written examinations include multiple-choice, true-false, or fill-in.

Applicability: The provisions of Article I, Rule 11, apply to employees in all classes except those represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.11 Rating Keys - Written Examinations Other Than Essay Questions (cont.)

- 11.11.2** The examination booklet in written examinations, if not exempted from inspection privileges, shall state the time period where participants in an examination may review the rating key to be used for scoring. No changes in the rating key shall be made after the passing score has been established.
- 11.11.3** Inspection of the rating key is for the purpose of determining if any of the questions asked or answers are ambiguous, incorrect, or improper. Appeals concerning the rating key must be completed in the inspection room on forms supplied by the Department of Human Resources. Appeals must include substantiating data or authoritative references. If any appeals have been filed, an additional period for review of appeals and submission of counter-appeals will be provided. The Human Resources Director shall act on all appeals. The decision of the Human Resources Director shall be final.
- 11.11.4** Inspection privileges shall not apply to questions and answers in a continuous or standardized examination. The Human Resources Director may delete obsolete or erroneous questions or answers from any examination exempted by this Rule for inspection privileges prior to the establishing of a passing mark.

Sec. 11.12 Inspection of Rating Keys by Review Committee

- 11.12.1** The examination announcement may provide for review of questions and answers by a review committee in those examinations where large numbers of appeals might be anticipated on the basis of past experience, or where there is an immediate need for appointees in the class involved. Such review committee shall be composed of three or more persons expert in the field of subject matter covered by the examination. For such examinations in the uniformed ranks of the Police and Fire Departments or other uniformed forces, the members of the Committee shall be appointed by the Human Resources Director, from among a panel of five officers submitted by the appointing officer of the concerned department and shall hold permanent rank not less than that of the class for which the examination is being held.

Applicability: The provisions of Article I, Rule 11, apply to employees in all classes except those represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.12 Inspection of Rating Keys by Review Committee (cont.)

- 11.12.2** The review of the rating key shall begin simultaneously with the holding of the examination and shall be completed in one session. The recommendations of the review committee with respect to questions or answers which they believe to be ambiguous, incorrect, or improper shall be submitted to the Human Resources Director for approval. The rating key, when approved by the Human Resources Director, shall be made available for review by participants in the examination for a minimum period of two days. The time allowed for such review may be extended if in the judgment of the Human Resources Director, the number of applicants warrants. The participants may appeal to the Human Resources Director concerning only those questions or answers where documented claim of significant error is made. The decision of the Human Resources Director shall be final. If no appeals are submitted, the approved rating key shall be the official rating key to be used for scoring the examination.

Sec. 11.13 Inspection of Papers by Unsuccessful Candidates

Where there are remaining parts of an examination, unsuccessful candidates may inspect their papers during a two day period specified by the notice informing them of their scores. Such inspection shall be for the sole purpose of determining that the computation of the score has been accurate.

Sec. 11.14 Oral Interview and Other Selection Tests - Definition and Appeals

This Rule section shall govern examination procedures such as oral interviews, performance tests, work sample tests, essay questions, and assessment center exercises.

11.14.1 Procedures and Practices

- 1)** The orientation of the raters may include a presentation by the department head or departmental representative which includes a description of the class for which the examination is being held, the setting of the class in the department, the critical elements of personal characteristics needed by employees in the class, and related information. The department head or representative shall not discuss any candidate with any rater at this time or any other time prior to the completion of the examination.

Applicability: The provisions of Article I, Rule 11, apply to employees in all classes except those represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.14 Oral Interview and Other Selection Tests - Definition and Appeals (cont.)

11.14.1 Procedures and Practices (cont.)

- 2)** No fraternal rings, organization pins, or insignia of any kind shall be displayed by any rater.
- 3)** No rater shall rate a candidate who is related to that person or rate a candidate if any strong personal association exists between that candidate and the rater so that it would be difficult to make an impartial rating. If possible, the excused rater shall be replaced by an alternate with similar qualifications.
- 4)** Raters may only consider relevant documents from candidates that are required by the scheduling notice.
- 5)** Uniform standards shall be applied to every candidate in each examination. The minimum passing rating must be related to a class, not to a single position within a multiple-position class, unless specified by the examination announcement.
- 6)** Except as otherwise permitted by law, applicants shall not be questioned regarding their race, sex, sexual orientation, gender identity, political affiliation, age, religion, creed, national origin, disability, ancestry, marital status, parental status, domestic partner status, color, medical condition (cancer-related), ethnicity, or the conditions Acquired Immune Deficiency Syndrome (AIDS), HIV, and AIDS-related conditions or other non-merit factors; nor shall such factors be utilized in establishing minimum qualification requirements and developing examination procedures.
- 7)** Recordings of an examination shall be retained until the eligible list is adopted. A defective recording shall not invalidate the examination unless the Human Resources Director finds the omitted or unintelligible material critically relevant to the examination, in which event the Human Resources Director may order a new examination.
- 8)** In the event of an appeal that could invalidate the examination, all other candidates whose standing in the examination may be affected shall be notified of the appeal prior to final action being taken.

Applicability: The provisions of Article I, Rule 11, apply to employees in all classes except those represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.14 Oral Interview and Other Selection Tests - Definition and Appeals (cont.)

11.14.1 Procedures and Practices (cont.)

9) Any violation of the following procedures and practices by candidates may be cause for disqualification:

- no fraternal rings, organization pins or insignia of any kind shall be displayed by any candidate;
- no candidate shall discuss her or his candidacy or any relationship thereto with any rater prior to the completion of all parts of the examination and the final adoption of the eligible list; and
- unless expressly directed by the notice to candidates to report for examination, no letters of reference or recommendation, performance evaluations, work samples, work products, awards, certificates, or other materials shall be presented to the raters.

11.14.2 Appeals

1) An appeal based on personal bias or competence of a rater shall be made by a candidate to the representative of the Department of Human Resources immediately prior to participation in this phase of the examination. The candidate shall then proceed with the examination. If such appeal is sustained, the rating by the challenged person shall not be computed in the final rating of the candidate and the rating of the candidate shall be that of the unchallenged raters. If more than one-half of the raters are successfully challenged, a new rating board shall be constituted, unless more than one rating board has been convened for the examination, in which case the candidate shall be examined by an alternate rating board of equal number.

2) An appeal based on the conduct of the raters must be made in writing and filed with the Department of Human Resources not later than the second business day after the examination was held and must be based on a claim of bias, malfeasance, or misfeasance of board members; documented inconsistencies, or any questions propounded by the raters which occur during any examination which require an answer in conflict with any Federal, State or City and County laws, rules, or regulations. Appeals must state the specific grounds upon which

Applicability: The provisions of Article I, Rule 11, apply to employees in all classes except those represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.14 Oral Interview and Other Selection Tests - Definition and Appeals (cont.)

11.14.2 Appeals (cont.)

they are based and provide facts which support the allegations. Failure to state the appeals properly filed under this section shall be resolved in accordance with the appeal provisions of these Rules.

3) In acting on appeals, only the applications, records, and questions and answers which constitute the record of the examination shall be considered. Appeals will only be sustained when the candidate presents evidence that clearly substantiates a charge or charges as to the above listed items. In the absence of an appeal under this section, later appeals shall be precluded.

Sec. 11.15 Inspection of Ratings by Participants

11.15.1 Composite ratings for examinations administered under this section shall be available for a minimum period of two working days during which period each participant may inspect their own ratings. The identity of the examiner giving any mark or grade shall not be disclosed.

11.15.2 Any appeal shall be filed in writing within the inspection period and shall be limited to inconsistencies in examination administration or failure of the raters to apply uniform standards. Appeals must state the specific grounds upon which they are based and provide facts which support the allegations. Failure to state the specific grounds for the appeal and provide facts shall nullify the appeal.

11.15.3 All appeals properly filed under this section shall be resolved in accordance with the appeal provisions of these Rules. Appeals shall not be considered merely because candidates believe they are entitled to a higher score. Neither the Commission nor the Human Resources Director shall substitute their judgment for the judgment of the raters. Ratings of less than the minimum passing score shall not be raised to more than the minimum passing score.

11.15.4 No evidence or documents shall be presented, which were not presented to the raters, unless the candidate was denied the opportunity to do so.

11.15.5 In the absence of an appeal under this section, later appeals shall be precluded.

Applicability: The provisions of Article I, Rule 11, apply to employees in all classes except those represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.16 **Authorization for Flexible Staffing Program**

The Human Resources Director is authorized to establish flexible staffing programs to promote permanent civil service employees past the probationary period to higher classes within an occupational series or to another series by methods other than traditional selection procedures. In establishing a flexible staffing program, the Human Resources Director shall consider, among other factors, length of permanent service, performance appraisal ratings, availability of positions, budgetary restrictions, and affirmative action. The specific procedures and qualifications established shall be listed in the flexible staffing examination announcement for the class(es) involved.

Rule 11

Examinations

Article II: Examination Process

Applicability: The provisions of Article II, Rule 11, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.17 **Charter Authority**

The examination program shall be in accordance with the provisions of the Charter. The Human Resources Director shall rule on all matters concerning the examination program as provided elsewhere in these Rules.

Sec. 11.18 **Announcement**

The examination announcement shall provide the qualifications, dates, duration of eligible lists, and other particulars regarding the examinations thereon announced. Applicants must be guided solely by the announcement of the examination(s) for which they apply.

Sec. 11.19 **Protests of Examination Announcements**

Appeals concerning the provisions of an announcement must be received by the Department of Human Resources within seven business days from the issuance date. The Human Resources Director will rule upon appeals and notify petitioners in writing. This decision is subject to appeal to the Commission as provided elsewhere in these Rules.

Sec. 11.20 **Reissuance of Examination Announcements**

After considering appeals submitted in accordance with this Rule, the Human Resources Director may reissue the announcement. When reissued, an examination announcement is not subject to the appeal procedure.

Sec. 11.21 **Official Time Periods**

Examination announcements shall set forth time limits for determination of the qualifications of applicants.

Applicability: The provisions of Article II, Rule 11, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.22 Promotional Applicants Except for Members of the Uniformed Ranks of the Police and Fire Departments

11.22.1 Applicants for promotional examinations shall meet the requirements of the examination announcement under which they apply and be eligible to participate in examinations on a promotive basis as defined by this Rule.

11.22.2 The following employees who are otherwise qualified are entitled to participate in examinations on a promotive basis if they meet the service requirements specified below:

- 1)** Employees with permanent status who have completed the probationary period;
- 2)** Employees with permanent civil service, probationary, or certified temporary status currently on authorized leave of absence;
- 3)** Employees with holdover rights;
- 4)** Employees serving a probationary period in a different class but who were last employed in a next lower rank class as a certified temporary, probationary, or permanent employee past the probationary period;
- 5)** Appointees from a regular adopted eligible list to a non-permanent position other than a "near list" appointment;
- 6)** Employees serving a probationary period.

11.22.3 All employees entitled to participate in promotive examinations as outlined above shall meet the following requirements:

- 1)** A period of six months of service in the class or for the period provided in the examination announcement in any status; AND
- 2)** Certification by the appointing officer(s) of satisfactory job performance for the period of the required service on the forms and in the manner prescribed by the Human Resources Director.

Applicability: The provisions of Article II, Rule 11, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.23 Promotional Applicants in the Uniformed Ranks of the Police and Fire Departments

Promotional applicants in the uniformed ranks of the Police and Fire Departments are governed by the provisions of former Charter Section 8.327.

Sec. 11.24 Means of Identification

11.24.1 The Human Resources Director shall determine the method of candidate identification to be used in written and performance examinations.

11.24.2 When the sealed identification method is used, candidates are prohibited from making identifying marks on their examination papers. The examination papers of a candidate who makes identifying marks may be canceled. Sealed identification sheets of successful candidates may not be opened until all ratings and the passing mark are final.

11.24.3 Where a number of candidates have competed in two or more examinations in a series and at least one candidate has passed one and failed one of the examinations, the identification sheets of the candidates who have failed one examination may be opened prior to the qualifications appraisal interview but only for the purpose of determining which candidates should participate in the qualifications appraisal interview. Under no circumstance may the score on the examination passed be divulged by the Department of Human Resources prior to the posting of the tentative eligible list.

Sec. 11.25 Cheating or Fraud in Examinations

It is the policy of the Civil Service Commission that examinations shall be conducted in a fair and impartial manner in order to test fairly the relative qualifications, merit, and fitness of applicants. Any person cheating, attempting to cheat, or assisting other persons in cheating in any phase of the examination process shall be prosecuted to the full extent of the Charter and other laws. Actions to be taken include elimination from the examination process, dismissal, and ineligibility for future employment. Cheating shall include the use or attempted use of materials not authorized by the scheduling notice to candidates to report for the examination. Significant false statements by applicants on the application or during the selection process shall be good cause for the exclusion of such person from the examination and such other appropriate action as may be recommended by the Human Resources Director.

Applicability: The provisions of Article II, Rule 11, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.25 Cheating or Fraud in Examinations (cont.)

11.25.1 Aid, Hindrance, Fraud and Collusion in Examinations

No person or officer shall, by himself/herself or in cooperation with other persons, defeat, deceive or obstruct any person in respect to his or her right of examination; or falsely mark, grade, estimate or report upon the examination or proper standing of any person examined hereunder, or aid in so doing; or make any false representations concerning the same, or concerning the person examined; or furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person of being appointed, employed or promoted.

Any eligible securing standing on a list by fraud, concealment of fact or violation of commission rules shall be removed from such list and if certified or assigned to a position shall be removed therefrom.

Sec. 11.26 Copying of Examination Questions

The copying of examination questions or the making of notes or outlines regarding an examination is prohibited.

Sec. 11.27 Rating Keys

11.27.1 The examination booklet in examinations not exempted from inspection privileges shall provide the time period wherein participants in an examination may review the rating key to be used for scoring. Participants in an examination shall be allowed only one review of the rating key unless otherwise ordered by the Human Resources Director. No changes in the rating key shall be made after the identification sheets of any participants have been opened.

11.27.2 Inspection of the rating key is for the purpose of correcting errors in the key or determining if any of the questions asked are ambiguous or incorrectly phrased. Protests concerning the rating key must be filled out in the inspection room on forms supplied by the Department of Human Resources. Petitions must include substantiating data or authoritative references. If any protests have been filed, an additional period for review of protests and submission of counter-protests will be provided.

Applicability: The provisions of Article II, Rule 11, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.28 Rating Keys - Continuous Examination

- 11.28.1** Inspection privileges shall not apply to questions and answers on any continuous or standardized entrance or concurrent entrance and promotive written examination. This includes examinations under the continuous testing program.
- 11.28.2** The Human Resources Director may order obsolete or erroneous questions deleted from any examination exempted by this Rule from inspection privileges.

Sec. 11.29 Inspection of Rating Keys by Review Committee

- 11.29.1** Notwithstanding any other provision of these Rules, the examination announcement may provide for review of questions and answers thereto by a review committee in those examinations wherein large numbers of protests on key answers might be anticipated on the basis of past experience, or where there is an immediate need for appointees in the class involved. Such review committee shall be composed of three or more persons expert in the field of subject matter covered by the examination.

For examinations in the uniformed ranks of the Police and Fire Departments or other uniformed forces, the members of the Committee shall be appointed by the Human Resources Director from among a panel of five officers submitted by the appointing officer of the concerned department and shall hold rank not less than that of the class for which the examination is being held.

- 11.29.2** The review of the rating key shall begin simultaneously with the holding of the examination and shall be completed in one session. The recommendations of the review committee with respect to questions or answers which they believe to be ambiguous, incorrect, or improper shall be submitted to the Human Resources Director for approval. Such rating key when approved by the Human Resources Director shall be made available for review by participants in the examination for a period of two days. The time allowed for such review may be extended if, in the judgment of the Human Resources Director, the number of applicants warrants. The participants may appeal to the Commission concerning only those questions or answers wherein documented claim of significant error is made. If any appeals have been filed, an additional period for submission of counter-arguments will be provided. If no appeals are submitted, the approved rating key shall be the official rating key to be used for scoring the examination.

Applicability: The provisions of Article II, Rule 11, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.30 Examination Passing Mark

- 11.30.1** For each examination, the Human Resources Director shall establish a passing mark or shall determine the total number of persons to be included on the list of eligibles based on the needs of the service.
- 11.30.2** No changes in the passing mark shall be made after the identification sheets have been opened.

Sec. 11.31 Inspection of Papers by Unsuccessful Candidates

Where there are remaining parts of an examination, and where the examination is not exempted from inspection under these Rules, unsuccessful candidates may inspect their papers during a two day period specified by the notice informing them of their scores. Such inspection shall be for the sole purpose of determining that the scoring has been accurate.

Sec. 11.32 Veterans Preference in Examinations

- 11.32.1** Veterans' preference in examinations completed on or after July 7, 1976, shall be administered in accordance with these Rules.
- 11.32.2** The following definitions apply to the administration of this section:
- 1)** Completion date of an examination: The date the eligible list is adopted or on which all competitive parts of the examination have been administered and the passing mark set.
 - 2)** Time for filing claim: Applicants must claim preference on the original application form or pre-application form, whichever is filed first. All such claims or withdrawals of claims must be made prior to participation in the first part of the test to be administered.
 - 3)** First entitlement to claim preference: The date upon which the applicant was first separated from active duty service, including separations for re-enlistment purposes, and such service would have qualified the applicant to claim preference under the then-current requirements.

Applicability: The provisions of Article II, Rule 11, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.33 Qualifications Appraisal Interview - Procedures and Appeals

11.33.1 Procedures and Practices

- 1) The orientation of the qualifications appraisal board may include a presentation by the department head or departmental representative which includes a description of the class for which the examination is being held, the setting of the class in the department, the critical elements of personal characteristics needed by employees in this class, and related information. The department head or representative shall not discuss any candidate with any member or members of the qualifications appraisal board at this time or any other time prior to the completion of the examination.
- 2) No fraternal rings, organization pins, or insignia of any kind shall be displayed by the board members in any qualifications appraisal interview nor shall such rings, pins, or insignia be worn by any candidate who appears before such a board.
- 3) No board member shall rate a candidate who is related to that person or rate a candidate if any strong personal association exists between that candidate and the board member so that it would be difficult to make an impartial rating.
- 4) No candidate shall discuss her/his candidacy or any relationship thereto with the qualifications appraisal board members prior to the completion of all parts of the examination(s) and the final adoption of the list(s) of eligibles resulting therefrom.
- 5) No letters of reference or recommendation shall be presented to the qualifications appraisal board.
- 6) The board may consider relevant documents such as specified in examination announcements.
- 7) In all qualifications appraisal interviews, the same standards shall apply to all candidates who appear for the same class.
- 8) The minimum passing or qualifying rating must be related to a class, not to a single position within a multiple position class.

Applicability: The provisions of Article II, Rule 11, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.33 **Qualifications Appraisal Interview - Procedures and Appeals (cont.)**

11.33.1 **Procedures and Practices (cont.)**

9) No applicant for public employment shall be questioned as to political views, religious beliefs, labor affiliations, or racial extraction.

10) Recordings of qualifications appraisal interviews shall be retained only until all ratings become final and any timely litigation based thereon has been resolved. A defective recording shall not invalidate the interview unless the Human Resources Director finds the omitted or unintelligible material critically relevant to the case, in which event the Human Resources Director may authorize a second interview or order a new examination.

11) In the event of any challenge of an examiner or of any ratings in qualifications appraisal interviews, all other candidates whose standing in the examination may be affected shall be notified of the challenge.

11.33.2 **Challenge of Board Members**

1) A board member may excuse herself or himself from rating any candidate when, in the judgment of the board member, it would be difficult to rate the candidate impartially. If possible, the excused board member shall be replaced by an alternate with the same qualifications.

2) Any challenge as to personal bias or competence of a person serving as an examiner in a qualifications appraisal interview based upon prior knowledge of or acquaintance with a board member shall be made by a candidate to the representative of the Department of Human Resources or authorized representative immediately prior to participation in this phase of the examination. The candidate shall then proceed with the interview. If such challenge is sustained by action of the Commission following denial by the Human Resources Director, the rating by the challenged person shall not be computed in the final rating of the candidate and the rating of the candidate shall be that of the unchallenged members of the examining board. If more than one-half of the board members are successfully challenged, then the Human Resources Director shall cancel this session and a new board shall be constituted, unless more than one panel of examiners has been convened for the examination, in which case the candidate shall be examined by an alternate panel of equal number.

Applicability: The provisions of Article II, Rule 11, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.33 **Qualifications Appraisal Interview - Procedures and Appeals (cont.)**

11.33.2 **Challenge of Board Members (cont.)**

3) Any appeal or challenge of the conduct of the qualifications appraisal board based on a claim of bias, malfeasance, or misfeasance of board members must be made in writing and presented to the representative of the Examination Unit not later than the second business day on which the qualifications appraisal interview was held. Challenges based on bias, malfeasance, or misfeasance not filed in this two day period cannot be considered. Such challenges must state the grounds upon which the challenge is based. Failure to state the specific grounds for the challenge shall nullify the challenge. All challenges properly filed under this section shall be resolved in accordance with the provisions of these Rules before the identification sheets of those admitted to the oral examination are opened and scores of the participants are known.

4) The Commission, in acting on a challenge or appeal of the conduct of the qualification appraisal board, shall consider only the applications, records, and questions and answers which constitute the record of the qualifications appraisal interview. The Commission will sustain protests only when the candidate presents evidence that clearly substantiates a charge of bias, malfeasance, or misfeasance.

5) The decision of the Civil Service Commission on this subject shall be final.

6) In the absence of a challenge under this section or upon a decision by the Commission under this section, later challenges shall be precluded.

11.33.3 **Inspection of Ratings in Qualifications Appraisal Interviews by Participants**

1) After the qualifications appraisal interviews for an examination are computed, such composite ratings shall be available for a minimum period of two working days following the completion of the computations for all participants or for some other two day period set by the Human Resources Director, provided that the candidates are advised of the dates, during which

Applicability: The provisions of Article II, Rule 11, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.33 **Qualifications Appraisal Interview - Procedures and Appeals (cont.)**

11.33.3 **Inspection of Ratings in Qualifications Appraisal Interviews by Participants (cont.)**

period each participant may inspect their own ratings. The identity of the examiner giving any mark or grade in a qualifications appraisal interview shall not be disclosed.

2) Any challenges shall be filed in writing within the inspection period and shall be limited to:

- claimed inconsistencies or failure of the qualifications appraisal board to apply uniform standards; and
- any questions propounded by the panel of examiners which occur during a qualifications appraisal interview which require an answer in conflict with any Federal, State, or City and County laws, rules, or regulations which apply to the government of the City and County of San Francisco, the Department of Human Resources, and/or the Civil Service Commission.

3) All challenges properly filed under this section shall be resolved in accordance with the provisions of these Rules. The Human Resources Director shall not consider challenges merely because candidates believe they are entitled to a higher score. The Human Resources Director will not substitute her/his judgment for the judgment of the qualifications appraisal interviewers. Ratings by a qualifications appraisal board of less than the minimum passing score shall not be raised to more than the minimum passing score.

4) No evidence or documents supportive of qualifications shall be presented to the Human Resources Director which were not presented to the qualifications appraisal board unless the candidate was denied the opportunity to do so.

5) The decision of the Human Resources Director on this subject shall be final.

Applicability: The provisions of Article II, Rule 11, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.33 **Qualifications Appraisal Interview - Procedures and Appeals (cont.)**

11.33.3 **Inspection of Ratings in Qualifications Appraisal Interviews by Participants (cont.)**

6) In the absence of a challenge under this section or upon a decision by the Human Resources Director under this section, later challenges shall be precluded.

Sec. 11.34 **Rating Seniority, Clean Record and Meritorious Public Service in Promotional Examinations in the Uniformed Ranks of the Fire and Police Departments**

11.34.1 When such ratings are provided by Charter or examination announcement, ratings of seniority demerit (clean record) and merit (meritorious public service) in promotional examinations in the Fire and Police Departments shall be calculated as of the beginning date of examination in accordance with the following conditions:

- 1) An act of merit or demerit which has been rated in a promotional examination for a basic class shall not again be rated in a promotional examination for a basic class or an intermediate or specialized class which is promotional from the basic class in which such rating was made.
- 2) An act of merit or demerit which has been rated in a promotional examination in an intermediate or specialized class shall not again be rated in a promotional examination in an intermediate or specialized class.
- 3) An act of demerit shall be deemed expunged following ten years of service with a clean record.
- 4) In applying these schedules, the following are intermediate or specialized classes:

H4	Inspector, Bureau of Fire Prevention and Public Safety
H6	Investigator, Bureau of Fire Investigation
H22	Lieutenant, Bureau of Fire Prevention and Public Safety

Applicability: The provisions of Article II, Rule 11, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.34 Rating Seniority, Clean Record and Meritorious Public Service in Promotional Examinations in the Uniformed Ranks of the Fire and Police Departments (cont.)

11.34.1 (cont.)

H24	Lieutenant, Bureau of Fire Investigation
H32	Captain, Bureau of Fire Prevention and Public Safety
Q35	Assistant Inspector
Q63	Criminologist

5) In applying these schedules, the following are basic classes:

H20	Lieutenant, Fire Department
H30	Captain, Fire Department
H40	Battalion Chief, Fire Department
H50	Assistant Chief of Department, Fire Department
Q50	Sergeant
Q60	Lieutenant
Q80	Captain

6) Should a candidate participate in more than one promotional examination having the same beginning date, acts of merit and demerit shall be rated for all such examinations with the same beginning date as provided by the examination announcement.

11.34.2 Acts of merit shall not be rated in promotional examinations in the Fire Department. Acts of merit occurring after March 4, 1954, shall not be rated in promotional examinations in the Police Department.

11.34.3 In rating acts of demerit, the following schedules apply for promotional examinations in the Police Department:

- Suspension: One point deduction for each work day suspended;
- Fines: One point deduction for the equivalent of each working day's salary;

Applicability: The provisions of Article II, Rule 11, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.34 Rating Seniority, Clean Record and Meritorious Public Service in Promotional Examinations in the Uniformed Ranks of the Fire and Police Departments (cont.)

11.34.3 (cont.)

- Reprimand by Police Commission: One point deduction for each reprimand. In applying the above schedules, one week equals five working days, two weeks equals ten working days, three weeks equals 15 working days, one month equals 22 working days, two months equals 44 working days, one-half month equals 11 working days. Fines will be converted to working days on the basis of actual base pay at the time of the fine.

11.34.4 For promotional examinations in the Fire Department:

- For five day, 40 hours per week employment: Same as above; and
- For watch employment: Two-thirds point deduction for each calendar day of suspension.

Sec. 11.35 Requirement to Conduct Examinations

11.35.1 Except for reasons beyond the Human Resources Director's control, the Department of Human Resources shall immediately commence to conduct an examination whenever a provisional or near-list appointment is made to a permanent position.

11.35.2 Except for reasons beyond the Human Resources Director's control, the Department of Human Resources will make every attempt, on a priority basis, to commence to conduct examinations at least 60 days prior to expiration of an eligible list where there is a demonstrated need for continuing appointments to such class.

11.35.3 Where possible, the Human Resources Director or designee and bargaining representative shall meet in advance to determine which classes require eligible lists on a continuing basis.

Applicability: The provisions of Article II, Rule 11, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.36 Examination of Applicants

Incorporating former Charter Section 8.321 into the Civil Service Commission Rules pursuant to former Charter Section 8.320-1 Incorporating Former Charter Provision (Proposition C - November 5, 1991 Election)

11.36.1 Requirement for Competitive Examinations

All applicants for places in the classified service shall submit to examinations which shall be competitive provided, however, that no examination shall be deemed to be competitive unless two or more persons shall participate, except that any such examination may be held for one qualified applicant on recommendation of the Civil Service Commission and approval by resolution of the Board of Supervisors, after a finding by the board that reasonable publicity of the proposed examination has been given.

11.36.2 Examination without Charge

Such examinations shall be without charge to the applicants.

11.36.3 Examination Control and Employment of Examiners

The Human Resources Director shall control all examinations and may employ suitable persons in or out of the public service to act as examiners.

11.36.4 Type of Examinations

The examinations used shall measure the relative capacities of the persons examined to perform the functions, duties, and responsibilities of the class to which they seek appointment. Examinations shall consist of selection techniques which will test fairly the relative qualifications, merit and fitness of the applicants for the position to be filled. Examinations may include written tests to determine job-related aptitude, knowledge, or achievements; and oral tests by qualifications appraisal boards.

Applicability: The provisions of Article II, Rule 11, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.36 **Examination of Applicants (cont.)**

11.36.5 **Rules Governing Qualification Appraisal Boards**

The Human Resources Director shall establish rules governing the size and composition of qualification appraisal board. Qualification appraisal boards may consider, in the case of employees of the City and County of San Francisco, all prior performance evaluations completed on Department of Human Resources forms and, in the case of all applicants, may consider prior work experience, assessment center evaluations, and work samples as part of their evaluation of candidates for employment to any position.

11.36.6 **Apprenticeship Positions**

Appropriate rosters of eligibles established by a trade, craft or occupation joint apprenticeship committee recognized by the State of California Department of Industrial Relations, Division of Apprenticeship Standards, may be utilized to fill apprenticeship positions or as the basis for establishing apprenticeship eligibility lists.

11.36.7 **Adequacy of Examinations**

Subject to the approval of the Commission, the Human Resources Director shall judge the adequacy of the tests to rate the capacity of the applicants to perform service for the City and County.

11.36.8 **Establishment of Passing Mark and Number of List**

The Human Resources Director may, for each examination, establish a passing mark or may determine the total number of persons who shall constitute the list of eligibles.

11.36.9 **Preparation and Order of Eligible List**

The Human Resources Director shall prepare the eligible list from the returns of the examiners, arranged in order of relative performance.

11.36.10 **Prohibition of Political, Religious or Fraternal Questions**

No question submitted to applicants shall refer to political or religious opinions or fraternal affiliations.

Applicability: The provisions of Article II, Rule 11, apply only to employees in classes represented by the Transport Workers Union, Locals 200 and 250A; and the members of the uniformed ranks of the S. F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

Sec. 11.37 **Protest of Written Questions and Answers**

Incorporating former Charter Section 8.322 into the Civil Service Commission Rules
Pursuant to former Charter Section 8.320-1 Incorporating Former Charter Provision
(Proposition C - November 5, 1991 Election)

11.37.1 Review Period by Participants in Written Examinations

After the written portion of a civil service examination has been held, the questions used and the answers thereto shall be available for review by the participants.

11.37.2 Exclusion from Review of Continuous or Standardized Tests

This review period shall not apply to questions and answers on any continuous or standardized entrance or concurrent entrance and promotive written tests.

11.37.3 Opportunity to Protest Questions and Answers

During the review period, participants shall have an opportunity to protest questions or answers they believe to be incorrect or improper.

11.37.4 Changes in Rating Key

After all protested items have been acted on and after the official rating key has been adopted and the identification sheets have been opened, further changes in the rating key shall not be made.

Rule 11

Examinations

Article III: Veterans Preference in Examinations

Incorporating former Charter Section 8.324 into the Civil Service Commission Rules pursuant to former Charter Section 8.320-1 Incorporating Former Charter Provision (Proposition C - November 5, 1991 Election)

Applicability: Unless otherwise noted, the provisions of Article III, Rule 11, apply to employees in all classes.

Sec. 11.38 Requirements for Entitlement to Veterans Preference

Veterans with 30 days or more actual service, and widows or widowers of such veterans, who become eligible for appointment by attaining the passing mark in any entrance examination, shall be allowed an additional credit of five percent in making up the list of eligibles established by such examination.

Sec. 11.39 Definition of Veterans

The term "veteran" as used in this Rule shall be taken to mean any person who has been mustered into, or served in, or enlisted in the United States Army, the United States Navy, the United States Marine Corps, the United States Army Air Corps, the United States Air Force, or the United States Coast Guard, and served on active duty in said branch of the armed forces of the United States, not including reserve service, at any time for a period of 30 days or more in time of war and been separated from active duty and under conditions other than dishonorable and not resulting from court martial, except no individual entering the armed forces on or after January 27, 1973, the date of the creation of the volunteer army, shall receive veterans preference in a civil service entrance examination for service of any type in the armed forces of the United States.

Sec. 11.40 Entitlement at Time of Separation from Active Duty

In addition, an individual qualifying for veterans preference as herein defined shall be deemed entitled thereto on his or her date of separation from active duty in the armed forces.

Sec. 11.41 Restriction on Entitlement

No person so qualified shall be granted veterans preference unless he or she indicates qualification therefor on an examination application received by the Department of Human Resources not later than ten years from the date of his or her first entitlement thereto.

Applicability: Unless otherwise noted, the provisions of Article III, Rule 11, apply to employees in all classes.

Sec. 11.42 **Entitlement Exhausted Upon Acquiring Permanent Appointment**

When an eligible has secured a permanent appointment from a list of eligibles derived from an entrance examination, in which he or she has been allowed additional credits of five percent as herein provided, and has served the full probationary period therein as provided in these Rules, such other additional credits of five percent that have been allowed him or her on the list of eligibles derived from other entrance examinations shall be automatically canceled, and his or her rank on such other list or lists revised to accord with his or her relative standing before such additional credits were added and he or she shall not be allowed such additional credits in any other examinations.

Sec. 11.43 **Additional Entitlement for Veterans with Permanent Disability**

The Human Resources Director may, for services or employment specified by the Commission, allow general or individual preference, but not more than ten percent, for entrance appointment of veterans who have suffered permanent disability in the line of duty, provided that such disability would not prevent the proper performance of the duties required under such service, or employment, and provided that such disability is of record in the United States Veterans' Administration.

Sec. 11.44 **Definition of Time of War**

In the administration hereafter of the provisions of this Rule, the expression "time of war" shall include the following periods of time:

- 1) the period of time from the commencement of a war as shown by any declaration of war, of the Congress of the United States, or by any statute or resolution of Congress, a purpose of which is to declare in any manner the existence of a state of war, until the time of termination thereof by any truce, treaty of peace, cessation of hostilities, or otherwise;
- 2) the period of time during which the United States is or has been engaged in active military operations against any foreign power, whether or not war has been formally declared;
- 3) the period of time during which the United States is or has been assisting the United Nations or any nation or nations in accordance with existing treaty obligations, in active military operations against any foreign powers, whether or not war has been formally declared; and
- 4) the period of time during which the United States is engaged in a campaign or expedition in which a medal has been authorized by the government of the United States; provided, however, that no person shall be eligible for the benefits provided for veterans in this Rule unless the person is eligible to receive such a medal.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MEMORANDUM
CSC No. 2000-01

DOCUMENTS DEPT.

Date: January 7, 2000

To: Department Heads
Departmental Personnel Officers
Personnel Representatives
Employee Organization Representatives

JAN 24 2000

SAN FRANCISCO
PUBLIC LIBRARY

From: Kate Favetti
Executive Officer

Subject: **Civil Service Commission Rule Change Number 96-32; Amendment to Civil Service Commission Rule 13 - Certification of Eligibles, Section 13.2.3 - Expansion of Certification Rules, to extend this Rule until June 30, 2000.**

Rule 13 - Certification of Eligibles.

The Civil Service Commission on January 5, 2000 acted to extend Civil Service Commission Rule 13 - Certification of Eligibles, Section 13.2.3 for an additional six months, through June 30, 2000.

Civil Service Commission Rule 13 - Certification of Eligibles, Section 13.2.3 - Expansion of Certification Rules, provides for the use of certification rules greater than the Charter-mandated minimum Rule of Three Scores. Section 13.2.3 is applicable to classes represented by Local 21 and SEIU Locals 250, 535 and 790. This section, originally adopted by the Civil Service Commission on March 18, 1996 and extended by the Commission on December 2, 1996, July 7, 1997, February 2, 1998, August 3, 1998, December 7, 1998, and August 2, 1999, was scheduled to expire on December 31, 1999.

Attached for your inclusion in your copy of the Civil Service Commission Rules is reissued page 13.6 and 13.7 dated 1/7/00 to replace the corresponding page dated 8/13/99.

Replace reissued page xiii (Amendment Control Sheet) dated 1/7/00 for the corresponding page in your copy of the Civil Service Commission Rules.

Please call me or Sheldon W. Martin, Sr., Senior Personnel Analyst at 252-3247, if there are questions.

CIVIL SERVICE COMMISSION

KATE FAVETTI
Executive Officer

Attachments

Civil Service Commission

[illegible]

PUBLIC LIBRARY-MAIN LIBRARY
Gov. Info. Center
100 Larkin Street
San Francisco, CA 94102
Box 41 (RL)

Applicability: Unless otherwise noted, the provisions of Article II, Rule 13, apply to employees in all classes represented by Service Employee International Union (SEIU) - Locals 250, 535 and 790; Transport Workers Union (TWU) - Locals 200 and 250A; Local 21 - International Federation of Professional and Technical Engineers, except for employees in classes belonging to the San Francisco Association of Personnel Professionals (SFAPP) - Local 21 who are covered by Article III; and to members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798.

13.2.3 Expansion of Certification Rules (cont.)

5) This section shall automatically expire on June 30, 1997 unless extended by the Civil Service Commission before July 31, 1997 for a maximum additional period of up to six months. At the time of Commission review, all employee organizations affected by this section shall have the option to extend or terminate their agreement to be covered by this section.

6) On July 7, 1997 the Civil Service Commission extended this section for an additional six months, through December 31, 1997.

7) On February 2, 1998 the Civil Service Commission extended this section for an additional six months, through June 30, 1998.

8) On August 3, 1998 the Civil Service Commission extended this section for an additional six months, through December 31, 1998.

9) On December 7, 1998 the Civil Service Commission extended this section for an additional six months, through June 30, 1999.

10) On August 2, 1999 the Civil Service Commission extended this section for an additional six months, through December 31, 1999.

Rule 13

Certification of Eligibles

Article III: Certification Rules for Employees Covered by Article III

Applicability: The provisions of Article III apply to all unrepresented classes and to classes represented by all employee organizations except Service Employee International Union (SEIU) - Locals 250, 535 and 790; Transport Workers Union (TWU) - Locals 200 and 250A; Local 21 - International Federation of Professional and Technical Engineers; and to members of the uniformed ranks of the S.F. Police and Fire Departments represented by the S.F. Police Officers' Association, Local 911, and Firefighters, Local 798; provided, however, that employees in classes belonging to the San Francisco Association of Personnel Professionals (SFAPP) - Local 21, are covered by the provisions of Article III. Article VI of this Rule contains a list of classes for which the Rule of Three Scores shall be used exclusively.

Sec. 13.3 Certification of Eligibles - Employees Covered by Article III

13.3.1 Civil Service Commission Equal Employment Opportunity and Affirmative Action Policy Related to the Certification of Eligibles and Selection of Employees.

1) The Civil Service Commission endorses and supports the broadening of the Rules governing the certification of eligibles from civil service eligible lists and considers this broadening as an increase in opportunities for appointing officers to select employees who are best suited to perform the duties of specific positions and to provide greater opportunities to maximize multicultural diversity of the work force in the City and County of San Francisco.

2) Selection of employees from eligible lists shall be based on merit and fitness without regard to relationship, race, religion, sex, national origin, ethnicity, age, disability, gender identity, political affiliation, sexual orientation, ancestry, marital status, color, medical condition or other non-merit factors or otherwise prohibited nepotism or favoritism, and with due consideration of affirmative action goals. Appointing officers and their designees shall be responsible for establishing non-discriminatory selection procedures which may include scheduling each interested eligible for interview, conducting interviews by a diverse panel, asking job-related questions, maintaining documentation of selection criteria, and reviewing the proposed selection with the department's affirmative action officer or with the Department of Human Resources Equal Employment Opportunities/Affirmative Action Division.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MEMORANDUM
CSC No. 00-03

DOCUMENTS DEPT.

MAY 16 2000

SAN FRANCISCO
PUBLIC LIBRARY

KAREN CLOPTON
PRESIDENT

OSABELLA SAFONT
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONE
COMMISSIONER

ADRIENNE PON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Date: May 5, 2000

To: Department Heads
Personnel Officers
Personnel Representatives
Employee Organization Representatives

From: Kate Favetti
Executive Officer

Subject: **Civil Service Commission Rules Change Number 96-33.
Deletion of Civil Service Commission Rule X23 – Standing and
Special Committees.**

On January 1, 1996 the Civil Service Commission (CSC) recodified its Rules and included a number of Rules for deletion, including Rule X23 – Standing and Special Committees (CSC Action June 15, 1995). A review of the existing Rules indicates that Rule 4 – Administration authorizes the creation of Standing and Special Committees.

Guidance for Standing and Special Committees is found in Robert's Rules of Order and various public meeting laws. Therefore, on April 17, 2000, the Civil Service Commission acted to delete Rule X23.

Remove pages X23.1 and X23.2 in your copy of the CSC Rules. A revised copy of page ii (Table of Contents) dated May 5, 2000, and page xiii (Amendment Control Sheet) dated May 5, 2000, are attached. Substitute updated page ii and page xiii for the corresponding pages in your copy of the CSC Rules.

Please call me or Anita Sanchez at 252-3247, if there are questions.

CIVIL SERVICE COMMISSION

KATE FAVETTI
Executive Officer

Attachments

Rules - Table of Contents, Chapter II (cont.)

Rule 15	Rules Related to the Employment of Persons with Disabilities, page 15.1
Rule 16	Medical Examinations, page 16.1
Rule 17	Probationary Period, page 17.1
Rule 18	Conflict of Interest, page 18.1
Rule 19	Resignation, page 19.1

Chapter III**Miscellaneous Rules and Rules Governing Employee Separations**

Rule 20	Leaves of Absence, page 20.1
Rule 21	Layoff, page 21.1
Rule 22	Employee Separation Procedures, page 22.1

Chapter IV**Rules posted by the Civil Service Commission for deletion**

(until final action is taken by the Commission, the Rules in Chapter IV are in full force and effect)

Rule X9D	Promotional Examinations for Employees on Military Leave, page X9D.1
Rule X23	Standing and Special Committees, page X.23.1
Rule X24	Apprenticeship Program, page X24.1
Rule X27	Temporary Exchanges for Training Purposes, page X27.1
Rule X28	Employee Training Reimbursement Program, page X28.1
Rule X30	Personnel Service Records, page X30.1

Subject Index

INDEX	Pages INDEX 1 through INDEX 29
-------	--------------------------------

City and County of San Francisco

Civil Service Commission

Rule Change No.	Adoption Date	Effective Date	Rule Section	Page Number	Action	Remarks
96-23	12/7/98	1/1/99	13.2.3	13.6	Amend	Issued page xiii; Reissued pages 13.6 & 13.7
96-24	12/7/98	1/5/99	5.1.1	5.2	Amend	Reissued pages 5.2 & 5.3
96-25	1/4/99	1/22/99	14.32	14.18	Amend	Reissued pages 14.18 through 14.23 & xiii
96-26	3/1/99	3/1/99	X31	X31.1 & X31.2	Delete	Reissued pages ii & xiii
96-27	---	5/14/99	---	INDEX 1-21	Replace	Remove old pages Index 1 through Index 29, and replace with new Index pages 1 through Index 21.
96-28	---	7/6/99	Entire Rule X17	X17.1- X17.18	Delete	Remove pages X17.1 through X17.18; Reissued pages ii & xiii.
96-29	8/2/99	8/2/99	13.2.3	13.6	Amend	Issued page xiii; Reissued pages 13.6 & 13.7.
96-30	8/2/99	8/2/99	Entire Rule X18	X18.1 – X18.4	Delete	Remove pages X18 through X18.4; Reissued pages ii & xiii.
96-31	8/16/99	8/16/99	Entire Rule 11	11.1 - 11.28	Amend	Remove old pages 11.1 - 11.28, replace with new Rule 11, pages 11.1 - 11.28; Reissued page xiii.
96-32	1/5/2000	1/5/2000	13.2.3	13.6	Amend	Issue page xiii; Reissued pages 13.6 & 13.7

RULE X23

STANDING AND SPECIAL COMMITTEES

Applicability: Unless otherwise noted, the provisions of Chapter IV apply to all employees in all classes. However, certain matters may be superceded by a collective bargaining agreement for those employees in classes subject to Charter Section 8.409 or 8.590.

Section X23.01. STANDING AND SPECIAL COMMITTEES - CREATION

The Commission shall establish such standing or special committees as it shall deem necessary. Standing Committees shall be composed of three (3) members and shall be appointed by the President of the Commission for terms of two (2) years.

Section X23.02. APPLICABLE RULES

The Civil Service Commission Rules shall be applicable in the conduct of all meetings of a Committee whenever practicable. Committees may by majority vote of its members adopt such additional rules not in conflict with the Civil Service Commission Rules as may be considered necessary for the conduct or consideration of any business referred to or initiated by such Committees.

Section X23.03. MEETINGS TO BE PUBLIC

Every meeting of a Committee shall be open to the public.

Section X23.04. TIME OF MEETING

A Committee shall meet at the time set by the Chairperson, or a majority of the Committee, in that order of priority.

Section X23.05. POWERS AND DUTIES OF CHAIRPERSON

The Chairperson shall have no vote on any substantive matter pertaining to matters coming before the Committee except to make or break a tie vote. The Chairperson shall set the calendar for meetings, authenticate by signing all documents issued or authorized by order of a Committee and decide all questions of order. Any member of a Committee who disagrees on the ruling of the Chairperson on any matter may appeal from the decision thereon, and the vote of any two (2) members of a Committee shall decide the appeal.

Section X23.06. COMMITTEE HEARING AND ACTION

A Committee, after a measure has been referred to it, shall hold a public hearing or hearings thereon and may invite or subpoena witnesses for testimony. A Committee may recommend to the Commission the enactment, defeat, tabling, or amendment of such measure and make take such other action with respect thereto as is necessary and proper under the rules or law.

Applicability: Unless otherwise noted, the provisions of Chapter IV apply to all employees in all classes. However, certain matters may be superceded by a collective bargaining agreement for those employees in classes subject to Charter Section 8.409 or 8.590.

Section X23.07. CALLING A MEASURE

At any time after ninety (90) days subsequent to reference of a measure to a Committee, the Commission, by a majority vote of its members, may order that such measure be returned to the Commission within a specified time limit, in which event the Executive Officer of the Commission shall notify every individual (or by publication all ascertainable interested parties) that the measure has been called out of Committee and will be considered by the full Commission on a specified date.

Section X23.08. SUBPOENA POWERS AND TESTIMONY UNDER OATH

The subpoena powers granted the Commission under the Charter shall devolve upon the Committees. Any member may require any witness before a Committee to testify upon oath or affirmation administered by a notary-certified shorthand reporter, who shall attend and take down verbatim all proceedings if practicable.



CIVIL SERVICE COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

MAY 19 2000

SAN FRANCISCO
PUBLIC LIBRARY

MEMORANDUM
CSC No. 00-04

BOX 41 M-2 * A-1 *
PUBLIC LIBRARY - MAIN LIBRARY
GOV. INFO. CENTER
100 Larkin Street
San Francisco, CA 94102

Date: May 16, 2000

To: Department Heads
Departmental Personnel Officers
Personnel Representatives
Employee Organization Representatives

From: Kate Favetti
Executive Officer

Subject: Civil Service Commission Rule Change Number 96-34;
Amendment to Civil Service Commission Rule 14 -
Appointments, Article VII - Employment in Deputy Sheriff (Job
Code 8304) and Deputy Sheriff I (Job Code 8302), Section 14.38
- Probationary Period of Deputy Sheriff I (Job Code 8302),
Section 14.38.1

KAREN CLOPTON
PRESIDENT

SABELLA SAFONT
VICE PRESIDENT

RONALD A. CASPER
COMMISSIONER

MARGAN R. GORRANO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

The Civil Service Commission at its meeting of May 15, 2000 acted to amend Civil Service Commission Rule 14 - Appointments, Article VII - Employment in Deputy Sheriff (Job Code 8304) and Deputy Sheriff I (Job Code 8302), Section 14.38 - Probationary Period of Deputy Sheriff I (Job Code 8302), Section 14.38.1.

This amendment changes the language specifying the duration of the probationary period in order to recognize valid Memorandums of Understanding and to eliminate repetitive language provided elsewhere in the Civil Service Commission Rules.

Attached for your inclusion in your copy of the Civil Service Commission Rules is reissued page 14.24 and 14.25 dated May 16, 2000 to replace the corresponding page dated May 12, 1998.

A revised copy of page xiii (Amendment Control Sheet) dated May 16, 2000 is attached. Substitute updated page xiii for the corresponding page in your copy of the Civil Service Commission Rules.

Please call me or Sheldon W. Martin, Sr., Senior Personnel Analyst at 252-3247, if there are questions.

CIVIL SERVICE COMMISSION

KATE FAVETTI
Executive Officer

Attachments

City and County of San Francisco

Civil Service Commission

Rule Change No.	Adoption Date	Effective Date	Rule Section	Page Number	Action	Remarks
96-23	12/7/98	1/1/99	13.2.3	13.6	Amend	Issued page xiii; Reissued pages 13.6 & 13.7
96-24	12/7/98	1/5/99	5.1.1	5.2	Amend	Reissued pages 5.2 & 5.3
96-25	1/4/99	1/22/99	14.32	14.18	Amend	Reissued pages 14.18 through 14.23 & xiii
96-26	3/1/99	3/1/99	X31	X31.1 & X31.2	Delete	Reissued pages ii & xiii
96-27	---	5/14/99	---	INDEX 1-21	Replace	Remove old pages Index 1 through Index 29, and replace with new Index pages 1 through Index 21.
96-28	---	7/6/99	Entire Rule X17	X17.1- X17.18	Delete	Remove pages X17.1 through X17.18; Reissued pages ii & xiii.
96-29	8/2/99	8/2/99	13.2.3	13.6	Amend	Issued page xiii; Reissued pages 13.6 & 13.7.
96-30	8/2/99	8/2/99	Entire Rule X18	X18.1 - X18.4	Delete	Remove pages X18 through X18.4; Reissued pages ii & xiii.
96-31	8/16/99	8/16/99	Entire Rule 11	11.1 - 11.28	Amend	Remove old pages 11.1 - 11.28, replace with new Rule 11, pages 11.1 - 11.28; Reissued page xiii.
96-32	1/5/2000	1/5/2000	13.2.3	13.6	Amend	Issue page xiii; Reissued pages 13.6 & 13.7
96-33	4/17/00	4/17/00	Entire Rule X23	X23.1 - X23.2	Delete	Remove pages X23.1 and X23.2; Reissued page xiii.

Rule 14

Appointments

Article VII: Employment in Class 8304 Deputy Sheriff and Class 8302 Deputy Sheriff I

Applicability: The provisions of Article VI, Rule 14, apply only to employees in Classes 8304 Deputy Sheriff and 8302 Deputy Sheriff I.

Sec. 14.37 Preemption of Certain Civil Service Commission Rules

Notwithstanding any other provisions of these Rules, employment in Class 8302 Deputy Sheriff I and Class 8304 Deputy Sheriff shall be administered as provided in this Rule.

Sec. 14.38 Probationary Period for Class 8302 Deputy Sheriff

- 14.38.1 Appointees in Class 8302 Deputy Sheriff I shall serve an eighteen (18) month probationary period.
- 14.38.2 Consistent with any valid Memorandum of Understanding covering this class, appointees in Class 8302 Deputy Sheriff I may be released by the Sheriff at any time during the probationary period. The decision of the Sheriff shall be final.
- 14.38.3 The probationary period for an appointee in Class 8302 Deputy Sheriff I shall be extended in accordance with existing Civil Service Commission Rules governing extension of the probationary period.

Sec. 14.39 Advancement from Class 8302 Deputy Sheriff I to Class 8304 Deputy Sheriff

- 14.39.1 Subject to the successful completion of the probationary period and such other terms and conditions as required by the Sheriff and approved by the Human Resources Director, the Sheriff shall have the authority to advance appointees in Class 8302 Deputy Sheriff I to a permanent entrance appointment in Class 8304 Deputy Sheriff.
- 14.39.2 Advancement as provided in this Rule shall not require a new probationary period.

Applicability: The provisions of Article VI, Rule 14, apply only to employees in Classes 8304 Deputy Sheriff and 8302 Deputy Sheriff I.

Sec. 14.39 **Advancement from Class 8302 Deputy Sheriff I to Class 8304 Deputy Sheriff (cont.)**

- 14.39.3** With the approval of the Human Resources Director, an appointee in class 8302 Deputy Sheriff I who has, in the sole discretion of the Sheriff, successfully performed each and every requirement necessary for successful completion of the probationary period, but through no fault of the appointee, completes the 18 month probationary period prior to successful completion of all state certification requirements prescribed by the Commission on Peace Officer Standards and Training (POST), may be advanced to 8304 Deputy Sheriff subject to a probationary period which shall extend from the date of appointment to the 8304 Deputy Sheriff class to the date upon which POST certifies that the appointee has successfully completed all state-mandated requirements.
- 14.39.4** For purposes of the Human Resources Director's approval of advancement under this section, a finding of "no fault of the appointee" shall include but not be limited to administrative delay by the Sheriff's department, lack of available training funds, or such other circumstances beyond the control of the appointee, but not related in any way to the appointee's performance.
- 14.39.5** Except as set forth above, appointees in class 8302 Deputy Sheriff I who fail to successfully complete each and every POST certification requirement and such other terms and conditions as required by the Sheriff and approved by the Human Resources Director during the 18 month probationary period, shall be deemed to have failed to have and maintain all necessary qualifications for the position and shall be subject to immediate removal.

Sec. 14.40 **Seniority of Appointees in Class 8304 Deputy Sheriff Upon Advancement**

Seniority in Class 8304 Deputy Sheriff shall be determined by the date of permanent certification from and rank on the eligible list for Class 8302 Deputy Sheriff I.

Sec. 14.41 **Layoff in Class 8302 Deputy Sheriff I and Class 8304 Deputy Sheriff**

Layoffs in Class 8302 Deputy Sheriff I and Class 8304 Deputy Sheriff shall be as provided elsewhere in these Rules, except that, all appointees in Class 8302 Deputy Sheriff I shall be laid off before the layoff of any appointees in Class 8304 Deputy Sheriff shall occur.

